

**AMENDMENT #1  
TO THE REQUEST FOR QUALIFICATIONS  
FOR PRE-EMPLOYMENT TRANSITION SERVICES  
RFx #3150003186**

Q1: The last sentence states “the contractor must be able to provide a monthly statistical and narrative progress report and participate in quarterly site visit meetings with MDRS staff.” Is this report on each individual client or in a summary format of services provided by contractor that month? Do you have a template for this report?

A1: The contractor is to include a statistical and narrative progress report each month on the Student’s Pre-ETS Provision form for each student served. The Pre-ETS Provision form will be made available.

Q2: What extent of curriculum is required to be included with the RFQ? Can the curriculum be identified only or will a sample be required?

A2: At minimum, the curriculum is to be identified, and the curriculum index page and samples of each of the five required pre-employment service (Pre-ETS) activities, along with pretest and posttest for each of the five activity types must be included. MDRS reserves the right to request additional curriculum sections if a topic on an index page is too vague or if a lesson topic is not considered a Pre-ETS activity.

Q3: How many potential clients would be available to serve in the State of Mississippi?

A3: According to the MDE, there are over 21,000 students with a disability between the ages of 14-21 with an IEP or section 504 plan. This number doesn’t include students in private schools or in other recognized educational programs.

Q4: We currently serve individuals with developmental disabilities. There is a requirement listed that students would be measured on pre and posttests and that this would serve as part of the documentation of the Pre-ETS training. Are there alternatives for students with lower intellectual functioning that are not able to complete pre and posttests?

A4: No, even students with developmental disabilities who have an employment goal on their IEP should be able to complete a remedial pretest and posttest. Students receiving Pre-ETS need to be able to demonstrate basic comprehension.

Q5: Is it acceptable to provide Pre-ETS training in a group setting or is it designed to be one on one training?

A5: In almost all cases, Pre-ETS training will be in a group setting under this RFQ.

Q6: Given the uncertainty of people's availability to work from in-person office locations, would the state consider accepting electronic submission of a vendor's bid via e-mail or other electronic means?

A.) If electronic submission is not allowed, and hard copies are still required to be shipped, will you accept electronic signatures as part of a vendor's hard copy?

A6: No, the original and 1 copy of the statement of qualifications, 2 copies total, shall be signed and submitted in a sealed envelope or package to 1281 Highway 51 North, Madison, Mississippi 39110 no later than the time and date specified for receipt of statement of qualifications. The envelope should also include 1 electronic copy of the original qualifications on a USB Flash Drive in a searchable Adobe Acrobat (PDF) format. Timely submission is the responsibility of the respondent.

Electronic signatures will be acceptable as part of a vendor's hard copy.

Q7: During these times of the international pandemic, all mail services including FedEx, UPS, and USPS are experiencing adverse impacts to their normal delivery times which can result in unusually long delays and missed deadlines. If our proposal materials are shipped and post marked by December 1, with proof of confirmation that an item is being shipped via overnight express delivery by FedEx, thus indicating a clear expectation of delivery prior to the due date, will that be accepted as a timely submission in the event FedEx is unable to meet the overnight delivery commitment?

A7: A statement of qualifications received at the place designated in the solicitation for receipt of qualifications after the exact time specified for receipt will not be considered unless it is the only statement of qualifications received, or it is received before award is made and was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of qualifications. Please see Late Submissions in the OPSCR Rules and Regulations. <https://www.dfa.ms.gov/dfa-offices/personal-service-contract-review/opscr/>

MDRS will make these determinations on a case by case basis as to whether or not a statement of qualifications was received late.

Q8: Page 8 of the RFQ states, "Providers shall submit a curriculum, to include the Pre/posttests, to MDRS for approval." Is it acceptable to provide a scope and sequence and sample of the curriculum, rather than the entire printed version?

A8: Yes, at minimum the curriculum is to be identified, and the curriculum index page and samples of each of the five required pre-employment service activities (Pre-ETS), along with pretest and posttest for each of the five Pre-ETS activities types must be included. MDRS reserves the right to request additional curriculum sections if a topic on the index page is too vague or if a lesson topic is not considered a Pre-ETS activity.

Q9: On page 8 of the RFQ, does “involvement in each Pre-ETS activity” include both delivery and coordination for each individual?

A9: The amount of time billed for his/her involvement in each Pre-ETS activity is only the actual delivery time. This however may include documented feedback/update time with the student and his/her legal guardian.

Q10: In consideration of remote service delivery, will the provider work directly with the school district to determine when services should be delivered virtually?

A10: The provider will work with their assigned VR Transition Counselor and the school district.

Q11: In section 5.1 #6 1. it does not indicate whether or not it needs to be unmarked? #2 says unmarked but #1 doesn't say.

A11: In Section 6 under 5.1 Statement of Qualifications Requirements, #1 and #2 both need to be unmarked in each vendor response.

Respondents shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the response. The acknowledgment must be received by MDRS by the submission deadline.

**Company Name:** \_\_\_\_\_

**Signature and Date:** \_\_\_\_\_

**Name and Title:** \_\_\_\_\_