

**AMENDMENT #1  
TO THE REQUEST FOR PROPOSALS  
FOR A COMPREHENSIVE STATEWIDE NEEDS ASSESSMENT  
RFx # 3120002760**

Q1: "Section 4.1 Written Proposal" (pg. 6) appears to align with "5.1 Proposal Requirements" (pg.8). Does 4.1 reference all items under 5.1 as a whole (proposal package including appendices) or "5.1.7 Proposal"?

A1: Yes they do align. Section 5.1 lists out everything you are required to submit for this RFP. You will need to submit each Attachment that's part of this RFP (Attachments A-G) as well as the actual plan for performing the CSNA. Questions 1-4 of Section 4.1 will be addressed when you fill out Attachments A-G, and Question 5 is your actual plan. You will also need to submit any exceptions you have to the general terms and conditions listed in the RFP, as well as any applicable insurance certificates.

Q2: Section 4.2 requires separation of information marked as Marked and Unmarked. "5.1 Proposal Requirements" outlines the response format with unmarked documents listed between marked documents. Please clarify how you would like unmarked documents separated from the marked documents.

A2: It is preferred that the unmarked documents (management summary & proposal) be separate from the marked documents. You can either submit them as two separate documents, or just put the unmarked sections together at the beginning or end of your submission.

Q3: "1.2 Proposal Submission" indicates that bidders should submit an original and copy of a proposal. Are printed/electronic signatures on the original proposal acceptable?

A3: Yes, electronic signatures are acceptable on the original.

Q4: Is there a budget cap or estimated award bidders should take into consideration?

A4: The estimated award amount approved for this procurement was between \$100,000.00 - \$300,000.00.

Q5: The amount and type of stakeholder engagement (focus groups, interviews, etc.) will impact the pricing of the engagement, as well as scoring. Does the State have any guidance or expectations in this area?

A5: We have not done focus groups or interviews in the past. We have only received feedback through surveys from clients, staff, and vendors. However, if time allows for further stakeholder engagement, we would appreciate and value this information.

Q6: Would the state please clarify what is meant by “the original and 1 copy of the proposal, 2 copies total”? Is it the State’s intent to receive one redacted copy and one unredacted copy of the proposal?

A6: We would like one original, unredacted version and one copy of the original proposal. The copy may be either redacted or unredacted. Please note that a PDF version saved on a USB flash drive is also required.

Q7: Would the State please confirm if the CSNA has been completed for the State previously? If so, when was the last time it was completed?

A7: Federal Regulations require that the CSNA be completed every three years. The last one was completed 6/30/2021.

Q8: If the CSNA has previously been completed, would the State please confirm the vendor who held the contract, along with the contract number?

A8: The last CSNA was completed by Public Consulting Group. Contract Number 8200055438

Q9: Would the State please confirm if specific deliverables are anticipated to be a part of the final contract?

A9: We would like to review and approve any surveys sent to stakeholders before they are sent out. We also require a final CSNA report.

Q10: Would the State please confirm if a specific timeline for the assessment and deliverables associated with the contract is anticipated?

A10: The final CSNA is due by June 30, 2024. However, we would like the for the vendor to focus on the Transition parts of the assessment first and deliver them as soon as possible. We are flexible on any other deliverables (i.e., surveys).

Q11: Will the State please confirm its willingness to working with the successful vendor to connect with and engage partner agencies, organizations and target groups as feasible?

A11: Yes, we will work with the selected vendor to connect and engage with vendors, clients, staff etc.

Q12: Does MDRS have a budget for this project, and if so, could the Department please share the budget?

A12: The estimated award amount approved for this procurement was between \$100,000.00 - \$300,000.00.

Q13: What is MDRS' expectation for on-site work for this project? Does MDRS anticipate that all or the majority of this work can be done remotely?

A13: Yes, we believe it can be remotely. The last vendor did all their work remotely.

Q14: Could MDRS please describe the stakeholders that the awarded vendor will be required to engage as part of the needs assessment?

A14: This information is specified in the RFP Section 2.4, Description of Services (pages 5-6) and in the Federal Regulations section 361.29 (copied below).

(a) Comprehensive statewide assessment. (1) The vocational rehabilitation services portion of the Unified or Combined State Plan must include— (i) The results of a comprehensive, statewide assessment, jointly conducted by the designated State unit and the State Rehabilitation Council (if the State unit has a Council) every three years. Results of the assessment are to be included in the vocational rehabilitation portion of the Unified or Combined State Plan, submitted in accordance with the requirements of § 361.10(a) and the joint regulations of this part. The comprehensive needs assessment must describe the rehabilitation needs of individuals with disabilities residing within the State, particularly the vocational rehabilitation services needs of— (A) Individuals with the most significant disabilities, including their need for supported employment services; (B) Individuals with disabilities who are minorities and individuals with disabilities who have been unserved or underserved by the vocational rehabilitation program carried out under this part; (C) Individuals with disabilities served through other components of the statewide workforce development system as identified by those individuals and personnel assisting those individuals through the components of the system; and (D) Youth with disabilities, and students with disabilities, including (1) Their need for pre-employment transition services or other transition services; and (2) An assessment of the needs of individuals with disabilities for transition services and pre-employment transition services, and the extent to which such services provided under this part are coordinated with transition services provided under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) in order to meet the needs of individuals with

disabilities. (ii) An assessment of the need to establish, develop, or improve community rehabilitation programs within the State.

Q15: On page 7 of the RFP, MDRS asks that we include an “average number of [firm] employees over a previous period of time”. Could MDRS please define the period of time we should use to calculate this number (e.g., over the past 2, 5, or 10 years)?

A15: Please provide information for the last five years.

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:** \_\_\_\_\_