The State of Connecticut Department of Rehabilitation Services is issuingAddendum 1 to the **Senior Community Service Employment Program (SCSEP)**

**Request for Application (RFA) 2019**

**(SCSEP\_RFA\_2019)**

SCSEP\_RFA\_2019\_Addendum 1, Questions and Answers

Date Issued: June 3, 2019.

Approved: *M.V.* 06/03/19\_\_\_\_\_\_\_\_

Mary Van Ness

Department of Rehabilitation Services

(Original signature on document in procurement file)

This Addendum must be signed and returned with your submission.

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Authorized Signer Name of Company

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**Request for Application (RFA) 2019**

**(SCSEP\_RFA\_2019)**

**Addendum 1** contains 31 questions submitted by interested parties, and the official responses. All responses shall amend or clarity the requirements of the RFA.

In the event of an inconsistency between information provided in the RFA and information in these responses, the information in these responses shall control.

In the event that a response does not sufficiently clarify a question submitted, please forward that question and response to [mary.vanness@ct.gov](mailto:mary.vanness@ct.gov) by June 10, 2019.

1. What is the length of the contract to be awarded through this RFA?

*Reply: DORS anticipates contract dates of 10/1/2019 through 6/30/2022.*

1. If the length of the contract is greater than one year, are the estimated dollar amounts for one year or the length of the contract?

*Reply:* *The estimated dollar amounts listed in the RFA represent twelve (12) months of funding. DORS anticipates awarding multi-year contract(s) with an initial nine (9) month contract from 10/01/19 – 06/30/2020, which will utilize* ***three-quarters*** *of the twelve month funding levels.*

1. Appendix A speaks to response limitations of one or two single sided pages but there is no mention of requirements for font size or style, margins or line spacing. Are there limitations on these items?

*Reply: There are no specific requirements for font size, style, margins or line spacing.*

1. Are all documents, including the Contract Forms, to be submitted including the respondent’s header and footer?

*Reply: All documents should include the Respondent’s name. Each page of a submission should be numbered in sequential order. It is acceptable to hand write identifying information on existing forms if needed.*

1. Can a respondent provide additional detail about references, such as their position & title, city of the residence, etc.?

*Reply: Although not required, additional details regarding references may be provided.*

1. What will be expected of references? (Phone interviews, email inquiries, etc.)

*Reply: If needed, references may be contacted to support submitted documentation.*

1. If the required forms and assurances have already been uploaded to Biznet, do these need to be included with the submission?

Reply: *Yes, the required forms need to be included in the submission package.*

1. What is the process to subscribe for and receive email alerts on the State Contracts Portal? No opportunity to do so is evident on that page.

*Reply: Information may be found through the following link:* <https://portal.ct.gov/DAS/Procurement/Contracting/DAS-Procurement-BizNet-Accounts>

1. To confirm, the method of submission is as an attachment to an email to the Official Contact?

*Reply: Yes, this is an electronic submission, as an attachment, to the Official Contact.*

1. Are SCSEP program participants considered employees of the contract holder?

*Reply:* *While participants are on the Contractor’s payroll, they are not considered employees. Participants are not entitled to the full benefits of an employee however, they are entitled to Worker’s Compensation and FICA benefits while on the Contractor’s payroll.*

1. How long may a participant stay in the Program?

*Reply:* *A participant may accumulate a maximum of 48 months of SCSEP services during their lifetime.*

1. The statutes reflect that the average participant cap is 27 months - is that the expectation from intake to permanent, non-subsidized placement?

*Reply: Yes, the expected average length of time from intake to non-subsidized placement is 27 months.*

1. Are there a minimum number of hours per week that a program participant may work?

*Reply: No, there is no minimum.*

1. If a program participant participates in job search skills training or another employment skill review (i.e. resume writing) is this considered compensable time in lieu of working at a host agency?

*Reply: Yes, time spent in job skills training or review is considered compensable time.*

1. Are program participants per county noted in the RFA numbers (on page 5) already being served by a provider and this contract would assume the service provision for these enrolled participants? Or, does this RFA provide services for additional participants as indicated by the county volume numbers?

*Reply: The number of participants noted in the RFA are currently being serviced by an existing Contractor, the numbers noted are not additional participants. Upon completion of this RFA, current participants will be transferred to awarded Contractors.*

1. Does SCSEP place any restrictions on the type or requirements of a position the program participant may engage in (i.e. is driving permitted, is lifting over 25 pounds permitted etc?)

*Reply: There are no individual restrictions for participants, however, Federal regulations state SCSEP participants cannot be placed in assignments involving construction, maintenance, political activities or religious activities.*

1. The RFA does not appear to require the submission of a budget. Is that correct?

*Reply: This is correct; a budget is not required in the submission package.*

1. Should a budget form and narrative for the three-year contract period be included with the submission?

*Reply: No, budget information is not requested for this RFA.*

1. Also, are there required allocations by budget category?

*Reply: Budget information is not requested for this RFA.*

1. Will/can the budget be amended if the CT State minimum wage is increased as proposed currently in the legislature?

*Reply:* *No, the budget will not be amended if the CT State minimum wage is increased; the number of people the Contractor will be expected to serve will be reduced.*

1. Is funding determined by each referral obtained or is funding given upfront to seek out referrals?

*Reply: An initial payment of one third of the contract value (for the 9 month contract term) shall be given upon full execution of the awarding contract. Subsequent payments will be processed on a reimbursement basis, not to exceed the contract maximum value. Funding for additional years will follow a similar pattern; an initial payment of one quarter of the 12 month available funding shall be paid during the first quarter of the new contract year, with subsequent payments made on a reimbursement basis.*

1. If the funding is paid under a fee for service model or milestone structure, what are the rates associated with the program, including payroll?

*Reply: Participants are paid the Connecticut minimum wage.*

1. How much is allowable under the grant to cover Administrative and General expenses?

*Reply: No more than 13.5 %.*

1. If awarded at least one county contract, will there be opportunities to negotiate transition expenses leading up to October 1?

*Reply: No, funding will not be available for expenses incurred prior to the contract start date.*

1. If awarded more than one county, would a successful respondent enter into individual contracts for each county awarded, or only one contract potentially including all counties?

*Reply:* *A successful Respondent shall have an opportunity to enter into one contract to provide services in one or more counties.*

1. If a respondent is awarded one contract including more than one county, will program and fiscal performance reporting be required by county, or as a whole?

*Reply: Program and fiscal reporting will be specific to each county.*

1. Will those awarded be provided with DOL guidelines/rules/restrictions pertaining to SCSEP program administration?

*Reply: Yes, specific guideline, rules and restrictions shall be provided.*

1. Will contract recipients be provided with required data collection requirements and tools for accurate and timely reporting?

*Reply: Yes, data collection requirements and tools will be provided. Additional guidance and training will also be provided as needed.*

1. What are the reporting requirements to DORS and/or DOL?

*Reply:* *There will be monthly fiscal reports, quarterly program reports and data collection system requirements stated in the final contract document. Reporting forms and training will be provided as necessary.*

1. Are there minimum or stated expected outcomes of the program?

*Reply:* *Yes. There will be performance measures dictated by DOL. Details will be provided in the final contract document.*

1. What are the expected outcomes and placement rates associated with this contract?

*Reply: At this time, we anticipate expected outcomes and placement rates to be determined through:*

1. *Service Level: The number of participants served divided by location participant capacity.*
2. *Community Service: The number of job skills training hours each participant received.*
3. *Service to Most in Need:  Average number of barriers to employment per participant.*
4. *Employment retention at 2nd quarter after exit.   Goal:   32%*
5. *Employment retention at 4th quarter after exit.   Goal:   28%*
6. *Median Earnings of those employed in the 2nd quarter after exit.   Goal:   $2,864*