

**SUBJECT:** Amendment No. 2 to Request for Application No. 3000-REHAB

**DATE OF AMENDMENT:** May 28, 2010

**DATE OF RFP RELEASE:** May 3, 2010

**DATE AND TIME OF OPENING:** June 10, 2010 @ 3:00 p.m.

**AGENCY CONTACT:** Tammy Moffitt, Management Analyst III

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The following shall be a part of RFA No. 3000-REHAB. If a vendor has already returned a proposal and any of the information provided below changes that proposal, please submit the changes along with this amendment. You need not re-submit an entire proposal prior to the opening date and time.

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**1. How is the RFA going to be awarded or several awards in different parts of the State?**

There could be several awards. The Rehabilitation Services Administration, the Federal oversight agency, requires there be statewide coverage for any project funded with American Recovery and Reinvestment Act (ARRA) funding. The applications will be reviewed, graded and ranked with the intent to award contracts to multiple vendors who meet all of the Request for Application requirements.

**2. Could there be more than one award in each part of the State?**

There are three major districts in the State of Nevada. The Southern District includes Las Vegas, Pahrump and all the areas around Las Vegas; the Northern District encompasses the Reno/Carson City areas; and the Rural District includes any rural counties outside of Las Vegas and Reno. The awards will be divided into the three districts and there may be more than one award per district.

**3. How much funding is available?**

The Rehabilitation Division anticipates awarding approximately a total of one million dollars of ARRA funding toward selected projects.

**4. Have you determined any service numbers that you are looking for?**

No.



5. Are you asking us to identify how many we can serve?

Yes, that is correct. The number served would depend on the size of your organization. The Rehabilitation Division anticipates receiving applications from smaller as well as larger organizations.

6. What is the service period?

The time period (contract) is anticipated to commence on October 1, 2010 and end September 30, 2011. The reasoning behind this time period is due to the ARRA funding ending on September 30, 2011.

7. The RFA indicated the organization would be able to place the individuals into employment where, once the program was over, they would be able to maintain their employment. Does it have to be in one set location? Or can we connect the individuals to employment opportunities throughout the community and kind of intensively manage or supervise those sites and make sure that they are able to sustain long term?

It would be acceptable for you to plan a position that can move around in your community to meet employment opportunities and be supervised from another location. This is quite typical with many agencies we work with now.

8. Can we create an employment opportunity for these individuals from kind of ground zero up, and then include what those costs would be in this RFA?

Yes. The Rehabilitation Division anticipates receiving plans for new programs and/or new jobs that would be built from the ground up with continued sustainability.

9. The 3.1 to 3.16 states that the organizations are responsible for vacation, sick leave and those things needed to be in place. Are you saying prior to applying for this grant we need to have those things in place or just the capability of implementing them if we are awarded the grant?

They would need to be implemented at the start of the project.

10. Because we work with a unique population which is youth, is it possible to just have a program around a particular age group or does it have to meet all age groups?

The Rehabilitation Division's mission is to help individuals with disabilities find employment. This includes working with high school students in transition programs, typically between the ages of 16 and 22. Rehabilitation Counselors work with high schools and other entities with assisting high school students to find and keep employment while they are going to school and after they graduate. The agency doesn't work with elementary or junior high school children.



11. Does the general contractor that we hire have to come up with the \$2,000,000 insurance requirement or do we as the subcontractor have to come up with it.

Typically the entity that we contract with will be responsible for the insurance requirements. However, we have been advised by Risk Management that we will need to review each individual application to determine who should bear final responsibility for the insurance requirements, with Risk Management making the final decision. One of the factors in determining this will be which entity will receive the greatest funding/benefit from the resulting contract.

12. Can we establish multiple work site locations?

Yes, establishing multiple work site locations would be acceptable.

13. Are we as an organization responsible for them working with us or can we place them into other job opportunities and pay their salary?

It would be acceptable to find other employment opportunities for the individuals with disabilities. One of the elements the Rehabilitation Division is looking for is the creation of jobs that are competitive and integrated with individuals who don't have disabilities. We anticipate getting responses where the job opportunities would move around to different locations.

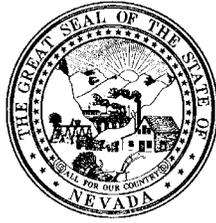
14. For clarification purposes: We are allowed to place our population into an employment opportunity and we are allowed to pay their salaries up until the grant has ended, with the expectation that once the funding is gone, they are able to maintain that employment opportunity?

That is correct.

15. Is it allowable to provide rehab and training in this particular RFA either with us providing the rehab and training or would they have a case with the Rehabilitation Division and work with our counselor?

Either way would be acceptable. Our anticipation is that the applications we receive will have the goal that our clients would be hired for jobs. The ARRA funds that the Rehabilitation Division receives are from our federal parent agency, the Rehabilitation Services Administration. The reason we have this money is so we can assist our clients with finding work.

16. On page 5 of the RFA, where the technical qualifications begin, it talks about addressing each of the qualifications. Are just looking for a statement of agreeing or understanding—for example, take 3.2.5. about travel? Do you want us, in terms of addressing it, do you want us to just say, to see the budget and that all travel expenses are included in the budget?



A detailed description of how your organization is going to meet each component is required for the Technical Minimum Qualifications Section. Number 3.2.5 regarding travel expenses is unique to this section as it actually requires you to indicate whether there will be travel costs and to include them in your overall budget. You may indicate on Number 3.2.5 that you expect to spend \$\_\_ on travel expenses.

17. You wanted some sort of statement after each one of these identifying that we understand the minimum qualifications?

See the answer to question #16.

18. We have several bids brought in for our project a year ago. They are only bids that were based on the preliminary site plan that we have drawn up. Are those going to be okay as long as the contractors say that the prices are still okay or do you want actual bids from the finalized site plan or can we get the contractors to fix it so it is true today?

It is your responsibility to project the best estimate you can concerning the cost of the project you are presenting for ARRA funding. If you believe that the information that you received a year ago is still valid, it would be telling the Rehabilitation Division that the information and amount you received a year ago is still valid and true today.

19. Do all of the people involved in the project need to send in resumes? Who does that entail? The whole committee, the board, just who?

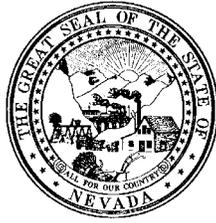
Resumes should be from anyone who is directly related to the project and anyone who will be working on the project. Any contractors overseeing day-to-day operations and decision makers such as Vice President, President, Contract Manager, General Contractor, and any other persons in a management capacity. This would exclude the workers on the project.

20. Can the references asked for in the RFA be from people we worked with in the past or do they have to be specific grants that our organization has worked with and how far back do you want the experience to be?

It would be best if you could provide references within the past three years. The more current references you can provide the better. The references you provide should be relevant to this type of grant. It's in your best interest to provide the most relevant references so that the evaluation committee can review and score accordingly.

21. Should they be individual references or the group (organization)?

Group references would be preferred as they are more relevant to the type of project that is being awarded.



22. Where in the RFA does it indicate that references need to be attached?

It is located in Section 4.1.14.

23. When we hire workers, can we hire vocational rehab clients or community hiring center people?

The preference is hiring vocational rehabilitation clients. You can hire both but the purpose of the funding is for hiring vocational rehabilitation clients.

24. Are the rehab clients referred to us? Referral Based?

Yes, you would work with our vocational rehabilitation counselors on receiving referrals.

25. What if they have a client who is not a rehab client? Can they refer them?

Individuals would have to be determined eligible by the Rehabilitation Division prior to being referred to your organization. The emphasis would be on meeting all of the requirements and finding employment for individuals with disabilities. We serve individuals with a wide range of disabilities including visual, hearing, physical, mental and developmental.

26. Is this a one-time only grant based on the stimulus or will this ever come up again?

It is a one-time grant based on available ARRA funding.

27. Regarding the service period, October 1, 2010 to September 30, 2011, do we have to have the work started and the folks hired by October 1, 2010?

As stated in your Request for Application proposal, work must be started and individuals hired within the grant period (contract period).

28. 4.1.6. Are you asking the location that they will be assigned to or our location that they will be assigned from or is that the referral from DETR that you're asking us to put there?

We want to know the locations the employees will be working.

29. If it's a new project and the location hasn't been identified, how do we express that? Do we just make a statement on this particular line?

Yes, just make a statement to that effect.



30. If we are still considered a 501 (c) (3), would it be okay if we responded by saying that we are, but have filed for a change and it has not been approved by the Secretary of State yet but it is in process?

Yes, that is acceptable.

31. On page 7, question 4.1.10, is WIA funding, Workforce Investment Act funding, considered State of Nevada agency or is that considered local funding?

Question 4.1.10 on page 7 is asking if your organization has ever been under contract with the State of Nevada and if so, with which agency and when. If you received federal funding under a grant but a contract had not been produced for it, you would mark "No". However, if the Workforce Investment Act funding was given to your organization under a contract with a state agency, you would mark "Yes" and then state what agency and for what timeframe. If you are still in doubt, contact the funding agency and ask if you were under contract to receive those funds. This question applies to any contract with any State of Nevada agency whether federal funding applied or not.

32. Our insurance company has posed questions regarding the insurance required in the RFA. They have given three options to fill out. How do we answer these options?

This is a question that needs to be discussed with your insurance company. The insurance limits and requirements such as the additional insured endorsement for this RFA are stated in Attachment D of the RFA. If needed, Attachment D can be presented to your insurance company for clarification of what is expected for this contract. These requirements are directly from Risk Management.

**ALL ELSE REMAINS THE SAME.**

Vendor shall sign and return this amendment with proposal submitted.

NAME OF VENDOR \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_