

**REQUEST FOR FUNDING 24-003
ANNOUNCEMENT
FOR
2025 Establishment,
Development or Improvement of
Non-Profit Community
Rehabilitation Programs
(Establishment Project)**

This is a Request for Funding announcement (RFF) issued by the Family and Social Services Administration, Division of Disability and Rehabilitative Services, **Bureau of Rehabilitation Services**. This RFF is intended to publicize the availability of funding opportunities for services described herein. Neither the issuance of this RFF nor the receipt of any responses thereto, shall create any obligation to the State of Indiana to make any award pursuant hereto. The award of any contract(s) as a result of this RFF shall be at the sole discretion of FSSA. Neither this RFF nor any response (“proposal”) submitted hereto are to be construed as a legal offer.

RESPONSE TO REQUEST FOR FUNDING 2025 Establishment, Development or Improvement of Non-Profit Community Rehabilitation Programs

INTRODUCTION

This Request for Funding (RFF) requests responses from approved Vocational Rehabilitation (VR) Employment service providers, that have a demonstrated need to enter into Establishment Projects in order to increase staff capacity and training for the purpose of increasing the quality of services and competitive, integrated employment outcomes to VR applicants or eligible individuals. The Bureau of Rehabilitation Services (BRS) anticipates awarding Establishment Project funding, through a competitive procurement process, to qualified VR employment service providers who demonstrate a need and can meet the requirements outlined in this RFF. Establishment Project contracts are expected to begin in July 2025 and will be for a maximum period of four (4) years as the initial contract is expected to last for up to a two (2) year period, with a two (2) year renewal period.

RESPONSE FORMAT AND ATTACHMENTS

Community Rehabilitation Programs (CRPs) should submit responses to the RFF describing how they will meet the specific requirements of this RFF, the detailed scope, and deliverables included within. The items under Evaluation Criteria (Attachment E) must be individually addressed, with responses to each item corresponding to the item number. Responses must not exceed 10 pages, not including attachments or cover letter.

Respondents interested in providing these services for BRS, should submit proposals in the following manner:

**PDF documents in an email to:
Establishmentproject@fssa.in.gov**

The proposal must be assembled in the following manner:

1. A cover letter which indicates the proposal's principal contact, including telephone number and electronic mailing address.
2. A letter of application signed by the Director or Agency Board President identifying the amount of funds requested
3. A copy of the CRP's financial statement, including an income statement and balance sheet, for each of the two most recently completed fiscal years
4. Job description for each proposed new position funded through the project
5. Agency organizational chart with additional information on project-funded positions
6. Cost Proposal Response Template (Attachment A)
7. Respondent Information (Attachment B)
8. Evaluation Criteria (Attachment E)

No more than one proposal per respondent shall be submitted.

Any questions/inquiries regarding this RFF must be submitted in electronic format to establishmentproject@fssa.IN.gov no later than 4:30 p.m. Eastern Standard Time on October 15, 2024. Questions received after 4:30 p.m. EST may not be considered. Please keep questions brief and of high priority. Any questions/inquiries must be delivered in electronic format and have the electronic mailing subject line: **Establishment Project Question**.

BRS will compile responses and post responses on the Establishment Project website <https://www.in.gov/fssa/ddrs/rehabilitation-employment/vocational-rehabilitation-employment/establishment-project/> by October 25, 2024. Only answers posted on the BRS website will be considered official and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any State employees.

If it becomes necessary to revise any part of this RFF, or if additional information is necessary for a clearer interpretation of provisions of this RFF prior to the due date for submissions, an addendum will be posted on BRS' website.

Any inquiries after the Question-and-Answer period will not be able to be responded to. Such action may disqualify respondent from further consideration for a contract as a result of this RFF.

Electronic proposals must be received no later than 4:30 p.m. Eastern Time on November 26, 2024. Proposals received after 4:30 p.m. EST will not be considered. Proposals must be delivered in electronic format, include all appropriate forms and have the electronic mailing subject line: **2025 Establishment Project Proposal**. Respondents assume all risks associated with the required method of delivery to the State. The State assumes no responsibility for delays or delivery failures resulting from the required method of dispatch.

TIME FRAME*:

October 1, 2024	Issue of RFF
October 15, 2024	RFF Deadline to Submit Written Questions
October 25, 2024	Answers Provided to Written Questions
November 26, 2024	RFF Proposals Due
November 27, 2024-December 30, 2024	Evaluation Committee Meets
January 2, 2025-January 10, 2025	Determination of Awards/Notices of Awards
January 11, 2025	Contract Development Begins
July 1, 2025	Contract Effective Date

*Timelines are estimates and subject to change.

CONFIDENTIAL INFORMATION

Potential respondents are advised that materials contained in proposals are subject to the Indiana Public Records Act, IC 5-14-3 *et seq.*, and after the contract award these materials may be viewed and/or copied by any member of the public, including news agencies and competitors. Potential respondents claiming a statutory exception to the Indiana Public Records Act must place all

confidential documents in a sealed envelope clearly marked “Confidential” and must indicate on the outside of their proposal envelope that confidential materials are included and, in their cover letter, specify which statutory exception provision applies. The State reserves the right to make determinations of confidentiality. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to the Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the respondent. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the State will remove the proposal from consideration for award and return the proposal to the respondent upon request.

TERM

The services requested in this RFF are expected to last for up to a two (2) year period, with a two (2) year renewal period. This timeframe is subject to change. Contractors (also referred to as Community Rehabilitation Programs, or CRPs) who fail to meet objectives in years 1-2 of the contract will be required to demonstrate corrective action prior to the contract being renewed for years 3-4.

TARGET POPULATION

This RFF requests responses from approved Vocational Rehabilitation (VR) Employment Service providers, that have a demonstrated need to enter into Establishment Projects in order to increase staff capacity and training for the purpose of increasing the quality of services and competitive, integrated employment outcomes to VR applicants or eligible individuals including those with the most significant disabilities.

BRS intends to award up to 15 contracts to eligible respondents who demonstrate need and are positioned to improve and expand their employment services programs in a manner that results in serving an increased number of VR participants, improving service delivery and timeliness, and increasing the quantity and quality of employment outcomes.

SCOPE OF WORK

The Rehabilitation Act of 1973, as amended and 34 CFR 361.49(a)(1) authorizes the use of VR funds to establish, develop or improve CRPs that provide VR services that promote integration into the community and prepare individuals for competitive integrated employment, including supported employment and customized employment. The CRP¹ must be a public or private nonprofit entity that is registered with VR to provide quality and timely employment services. Employment services include Discovery services, job readiness training, outcome-based employment services, supported employment services, on-the-job supports short-term, job search/job placement assistance, and youth extended services. Activities funded through awarded contracts will support the improvement of these providers in the provision of vocational

¹ *Establishment, development, or improvement of a public or nonprofit community rehabilitation program*
361.5(b)17

rehabilitation services to prepare and support VR participants in achieving competitive, integrated employment, supporting an overall BRS goal of increasing the number of participants achieving employment. Improvement in CRP service delivery and performance is integral to improving the quality and timeliness of VR participant employment outcomes, including those individuals with the most significant disabilities. Allowable VR employment services provided through Establishment Projects are defined in detail in the VR Manual of Employment Services located at [VR Employment Services webpage](#).

BRS is planning to enter into Establishment Projects with CRPs who have a VR employment services provider agreement, that has been active (non-probationary status) at least since July 2024. The purpose of Establishment Projects is to increase capacity for the provision of employment services to VR participants. Specific allowable costs are limited to costs of staffing to increase capacity to carry out employment services to VR applicants or eligible individuals, limited supplies, and costs to improve and expand allowable training for employment services staff. Additional detail is provided for staffing, supplies, and training components below:

STAFFING

Funding will be utilized to increase capacity to provide VR employment services, including supported employment services, to VR applicants or eligible individuals, including those with the most significant disabilities. Employment service staff hired for this project to provide direct services (e.g., employment consultant, job coach) to a caseload that consists entirely of VR participants (100% VR caseload) is an allowable project expense. Allowable staffing funding will be utilized to ensure that the newly hired, 100% VR caseload of applicants or eligible individuals will not exceed a case load size of 1:20, but with the understanding a caseload size must be at least a 1:10 ratio. (See Allowable Staffing Ratios section).

A 100% VR caseload for new employment service staff hired for the purpose of the Establishment Project, means that each individual on the caseload of the direct services staff charged to this project, must have a current open case with VR. Individuals previously served by VR who have subsequently exited VR and have not reapplied, individuals who have exited and are now served through non-VR funding sources, or individuals who have never applied to VR, are not considered to have a current, open VR case. Individuals needing important services such as extended services through a home and community-based waiver, or supports through Medicaid Rehabilitation Option, should receive those follow along services through a CRP staff member whose position is not charged to the Establishment Project. This will ensure that individuals receiving services across different funding streams can access the services they need, while also ensuring compliance with allowable VR Establishment Project activities.

Allowable Staffing Costs

Allowable staffing costs include staff salaries and fringe benefits for direct VR employment service staff (i.e. employment consultants, job coaches), for the provision of employment services to VR applicants or eligible individuals. Staffing costs must be associated with the provision of VR employment services as outlined in the VR Manual of Employment Services. Since the purpose of the Establishment Project is to increase staff capacity, reimbursable staffing costs shall only include staffing costs that result from increasing staff capacity through the creation of a new position(s) that will provide direct services and maintain caseloads of 100% VR applicants or eligible individuals. Allowable Establishment Project costs shall not include

costs for existing positions (i.e. staff hired prior to the effective date of this contract). This includes existing direct services staff, existing or new staff with blended caseloads, supervisory or clerical staff, or any other staff who are not hired for newly created positions for purposes of this Establishment Project.

When an **allowable** employment services staff member receives an **allowable** training (i.e. an Employment Consultant hired in a newly created position attends an allowable training), the personnel time spent receiving the allowable training must be charged to the staffing budget. Allowable training examples are provided under the Training section below, and a complete listing of allowable training will be issued to awarded contractors annually.

Allowable Staffing Ratios

Newly hired staff must only be hired to meet an overall average caseload ratio ranging from 1:10-1:20, depending on the level of needs of VR applicants or eligible individuals served. Newly hired staff cannot be hired if the population of VR applicants or eligible individuals served across the employment services unit does not warrant the staffing increase, based on the 1:10-1:20 ratio. Furthermore, if additional direct service staff are hired, and the population served later decreases, the CRP must re-evaluate the forecasted staffing needs. It is expected that awarded CRPs would employ a minimum of 1 new full-time employee (FTE) and a maximum of 5 new FTEs through this agreement, however additional ES staff needs may be approved by BRS depending on need, as demonstrated through submission of staffing ratio data.

Unallowable Staffing Costs

Recruiting expenses cannot be charged to Establishment Project funds. In addition, travel, equipment, supplies (other than allowable supplies as defined under Allowable Supplies), cell phones, utilities, leasing, and other administrative costs (including administrative or support staff, and supervisory or other executive level staff who directly oversee employment service staff) cannot be charged to Establishment Project funds. Also, membership fees and subscriptions are unallowable costs and cannot be charged to the project. Time spent by staff on activities other than those specifically described under 'Allowable Staffing Costs' cannot be charged to the project.

Additionally, costs for any positions that existed prior to entering into the Establishment Project that become vacant at any point during the project are unallowable expenses.

Staffing Retention

The CRP is responsible for improving staff retention which leads to higher quality services and increased employment placement outcomes. Since the Establishment Project will assist with staffing costs for newly hired staff, while simultaneously allowing fee-for-service reimbursement for direct service provision by those newly hired staff, it is expected that the CRP will have increased opportunity to direct available funds toward the implementation of an incentive retention plan.

Responses to this RFF must outline strategies for incentivizing staff retention, and awarded CRPs will be required to submit an incentive retention plan to BRS (see Evaluation Criteria, Attachment E). Awarded CRPs will also be responsible for meeting their incentive retention plan

goals throughout the contract term and will be required to provide updates to BRS in accordance with contract deliverables and reporting.

Staffing – 21.3% Non-Federal Match

The Contractor must provide the non-federal match of 21.3% outlined in the ‘Percent of Total Staff Costs Available for Federal and Match Funds’ column below. The ‘Additional Contractor Share (not available to match)’ column outlines the percentage of staffing costs that are not available to be matched and are not part of the Establishment Project budget. The Contractor must not use funds from VR fee-for-service billing, Ticket to Work funds, in-kind contributions, or any source of federal dollars to meet the non-federal 21.3% match.

Table 1 – Contractor non-federal match contributions for Staffing

	Percent of Total Staff Costs Available for Federal and Match Funds*	Additional Contractor Share (not available to match)
Year 1	100% (78.7% VR / 21.3% Contractor share)	0%
Year 2	75% (78.7% VR / 21.3% Contractor share)	25%
Year 3	60% (78.7% VR / 21.3% Contractor share)	40%
Year 4	45% (78.7% VR / 21.3% Contractor share)	55%
<p>*The Federal share of funds is 78.7%. Non-federal match share, provided by the Contractor, is 21.3%. The 21.3% non-federal share must be deposited into a designated state VR account.</p>		

TRAINING & ALLOWABLE EXPENSES

An important aspect of the Establishment Project is to focus on effective strategies to support growth of CRPs to carry out employment services to VR participants, which will produce the desired outcome of increased capacity to provide quality and timely services to VR applicants and eligible individuals. The Establishment Project will provide funding for allowable training (guidance from BRS will be provided on allowable training), which shall be person-centered, strength-based, and focused on individuals with disabilities’ employable strengths. Training must align with a philosophy that individuals with disabilities can obtain competitive integrated employment with the right supports and services.

Allowable Training Costs

All training activities must be associated with improving the CRPs provision of employment services as outlined in the VR Manual of Employment Services, and increasing the quality and quantity of competitive, integrated employment outcomes. Allowable training costs may only be charged for the newly hired positions funded through Establishment Projects as defined under the Staffing section above. Allowable training costs may only be charged for newly hired positions who are serving 100% VR applicants or eligible individuals, as previously defined.

Allowable training costs include the following:

- Registration fees for training that meets Association of Certified Rehabilitation Educator (ACRE) competencies
- Registration fees for training carried out by BRS contracted training entities such as Level Up and Benefits Information Network (BIN) training.

It is the Contractor’s responsibility to contact BRS if there is concern as to whether a specific expense may be encumbered and charged to the Establishment Project, before encumbering the expense.

Unallowable Training Costs

Training costs must be associated with improving the CRPs provision of employment services and outcomes for VR eligible individuals and participants and must be approved by BRS. Any expenses incurred for training to staff who are not funded through this project, i.e., who are not newly hired staff with a 100% VR caseload, cannot be funded through this contract. Training for supervisory and support staff cannot be charged to this contract. In addition, mileage, out-of-state training, per diem (meal reimbursement), conference fees including registration costs, and hotel costs will not be reimbursed through the Establishment Project.

Allowable Supplies

Supplies are limited to one computer (e.g., laptop) per newly created, direct services position for purposes of this project, who will carry a 100% VR caseload. Supplies are limited to one (1) device per project position that meets these criteria, for the life of the project. This will ensure that supplies are only used for time spent as related to delivery of VR services for VR applicants or eligible individuals. If computer software needs to be purchased in order to provide direct provision of services to 100% VR applicants or eligible individuals, e.g., software for accommodations, completion of VR required documentation, or participation in virtual VR participant meetings, the Contractor must obtain prior approval from BRS. Table 2 outlines the Contractor’s non-federal match requirements for training and supplies.

Training & Supplies – 21.3% Non-Federal Match

The Contractor must provide the non-federal match of 21.3% outlined in the ‘Percent of Total Staff Costs Available for Federal and Match Funds’ column below. The Contractor must not use funds from VR fee-for-service billing, Ticket to Work funds, in-kind contributions, or any source of federal dollars to meet the non-federal 21.3% match.

Table 2 - Contractor non-federal match contributions for Training and Supplies

	Percent of Total Training and Supply Costs Available for Federal and Match Funds*
Year 1	100% (78.7% VR / 21.3% Contractor share)
Year 2	100% (78.7% VR / 21.3% Contractor share)
Year 3	100% (78.7% VR / 21.3% Contractor share)

Year 4	100% (78.7% VR / 21.3% Contractor share)
<p>*The Federal share of funds is 78.7%.</p> <p>Non-federal match share, provided by the Contractor, is 21.3%.</p> <p>The 21.3% non-federal share must be deposited into a designated state VR account.</p>	

SUBMISSION OF THE 21.3% NON-FEDERAL MATCH AND REIMBURSEMENT PROCESS

Awarded Contractors will be responsible for depositing the non-federal share of expenses into a designated state VR account, either as an EFT/ACH or as a wire transfer. Mailing in a check is not an acceptable payment method. Any fee associated with initiating an EFT/ACH or wire transfer is solely at the bank institution’s discretion and is not determined by the State. Payment of the bank fee is the responsibility of the Contractor.

Monthly claims for each month must be submitted by awarded contractors, to establishmentproject@fssa.in.gov by the 10th of the following month (i.e. March expenses must be submitted by April 10th). *If monthly expenses are not submitted by the 10th of the following month, the Contractor must wait and submit two separate claims the next month (i.e. March and April expenses must be submitted by May 10th).* BRS will subsequently send an invoice to bill the Contractor between the 15th and 18th of the month for the 21.3% share, at which point the Contractor must deposit the non-federal share by the 20th of the month. It is important to note that the Contractor must **NOT** deposit the non-federal match prior to receiving the invoice, as BRS might make specific reductions upon reviewing the supporting documentation submitted with the claim, which may impact the 21.3% provider share to be invoiced. The Contractor’s claim will be rejected if the non-federal share is not deposited by the 20th of the month. Reimbursement is typically provided within 35 days upon receipt of the claim.

REPORTS

Awarded Contractors will be required to submit Monthly Claim Reimbursement Forms, plus supporting documentation for all allowable expenses. Note: All forms and necessary templates for reporting will be provided by BRS.

Awarded Contractors will be required to submit reports for: 1) Measurable Objectives and Outcomes, 2) Contract Deliverables, and 3) Narrative and Metrics Reports. Note: All forms and necessary templates for reporting will be provided by BRS. Report schedules are outlined in the attached Draft Establishment Project Contract Scope of Work (Attachment D).

MEASURABLE OBJECTIVES AND OUTCOMES

Awarded Contractors will be responsible for providing the requested data to meet the following objectives (#1-3 below) during the project performance period for newly created positions that will provide direct services and maintain caseloads of 100% VR applicants or eligible individuals. BRS case management system data may be provided to support the collection and review of data for measurable objectives and outcomes. BRS will work with awarded CRPs to establish a target goal for each CRP based upon system data and CRP provided data.

The information below outlines draft targets which will be further negotiated prior to execution of contracts awarded from this RFF.

1. Engagement: Continued engagement of participants through achievement of employment goals

- What percent of the referrals received by the Contractor achieved Employment Service Milestone 1?
 1. Target: 30% increase in Milestone 1 achievements by end of year 2.
 2. Target for project years 3 and 4 to be determined during contract renewal process.
- What percent of the referrals received by the Contractor achieved Employment Service Milestone 3?
 1. Target: 25% increase in Milestone 3 achievements by end of year 2.
 2. Target for project years 3 and 4 to be determined during contract renewal process.
- How many VR exits with competitive, integrated employment have been achieved?
 1. Target: 25% increase in exits with CIE by end of year 2.
 2. Target for project years 3 and 4 to be determined during contract renewal process.

2. Quality: Raising the bar for successful outcomes

- What was the average wage at time of exit for all participants served by the CRP?
 1. Target: 20% increase in average wages by end of year 2.
 2. Target for project years 3 and 4 to be determined during contract renewal process.
- What were the average weekly work hours for all participants at time of exit served by the CRP?
 1. Target: 10% increase in average weekly work hours by end of year 2.
 2. Target for project years 3 and 4 to be determined during contract renewal process.
- How many Performance Incentive Payment Level 1's were achieved?
- How many Performance Incentive Payment Level 2's were achieved?
- How many Performance Incentive Payment Level 3's were achieved?
 1. Target for all incentive payment metrics: the number of total incentive payments (levels 1, 2, and/or 3) achieved each year of the project will exceed the total incentive payments achieved the year prior.

3. Capacity: Improved timeliness and expanded service delivery

- What was the average number of direct service hours a VR referral received within the first 30 days of being referred to the CRP?
 1. Target: the average number of direct service hours a VR referral receives within the first 30 days of being referred to the CRP will reflect a 30% increase from baseline by end of year 2. At minimum, a referral from VR to the CRP receives 8 hours of service, on average, during the first 30 days following referral, by the end of year 2.
 2. Target for project years 3 and 4 to be determined during contract renewal process.

- What is the CRP Employment Services Unit’s capacity to provide timely and quality services to VR participants, e.g., insufficient capacity to serve current referrals, adequate capacity to serve/at capacity, capacity to serve an increased number of referrals?
 1. Target: this will be measured across all Establishment Project contractors with the goal of achieving an increase in the number of providers responding that they have adequate capacity or capacity to increase services, and a decrease in the number responding that they have insufficient capacity. The goal by project end is that zero Establishment Project contractors report having insufficient capacity.

Please review attached Draft Establishment Project Contract Scope of Work (Attachment D) for additional information, including information pertaining to corrective action for non-compliance with reporting requirements and failure to achieve objectives and outcomes.

CONTRACT DELIVERABLES

Awarded contractors will be required to complete deliverables to include a Staffing and Training Plan, to be submitted annually.

Staffing and Training Plan:

To best position service providers for growth and retention, it will be important to develop a training outline and staff retention strategies (i.e. training strategies after basic Onboarding). This will include the providers’ recruitment and retention strategies and a robust training process to support development of competencies and continuous improvement through the project period. CRPs will need to fully answer **all** evaluation criteria (See Attachment E), to thoroughly explain the plans for growth, recruitment and retention, and sustainability.

Awarded contractors will need to submit a Staff and Training Plan proposal within 30 days of award notification. The plan must include items 1, 2, and 5 and at least one of the additional items (3 and/or 4), based on the specific program growth focus of the CRP (refer to the attached Draft Staffing and Training Plan template (Attachment F) for additional information). BRS will then provide feedback regarding proposed staff/training strategies, including strategies for training, recruiting and retaining staff. Awarded contractors will be required to submit a finalized plan, based on BRS’ feedback, within 30 days of receipt of BRS feedback.

Staffing and Training Requirements

1. What are the strategies for program growth? What are the strategies to provide more timely services to VR applicants or eligible individuals, and improved quality of services and outcomes? What is the timeline for implementation of strategies and achievement of improved timeliness and quality of services and outcomes? What is the anticipated number of additional VR participants to be served per year of the contract (this will be revisited for years 3 and 4 upon contract renewal)?

2. What are the CRP's recruitment and retention strategies? What is the training process for ensuring newly hired staff develop competencies and have continued opportunities for professional development? What standards or goals will be established for staff to promote improvement in timely and quality service delivery to VR applicants or eligible individuals?
3. As a result of increasing staff capacity and program growth, what are the CRP's strategies to serve increased VR applicants or eligible individuals in the current coverage area?
4. As a result of increasing staff capacity and program growth, what are the CRP's strategies to serve increased VR applicants or eligible individuals in new coverage areas (as agreed to by BRS)?
5. What are the sustainability measures the CRP will implement through enhanced recruitment, retention, and training strategies? The CRP will be responsible for demonstrating how staffing and training strategies and associated costs will be supported after the conclusion of the Establishment Project.

The awarded contractor's staffing/training strategies will be re-evaluated annually to review the contractor's progress with improving staff capacity to support program growth. Awarded contractors will be required to revise the staffing/training strategies annually, or as requested by BRS. Please review the attached Draft Establishment Project Contract Scope of Work (Attachment D) for additional information pertaining to the Staffing and Training plan that CRPs will be required to submit in response to this RFF.

BRS OVERSIGHT AND MONITORING

BRS will closely monitor awarded contractors to ensure compliance with contract expectations and state and federal law, by reviewing the source of match and reviewing expenses to verify that only allowable activities are reimbursed. Monitoring will include, but is not limited to, reviewing monthly claim reimbursement submissions, quarterly reports, annual reports, and conducting contract audits as deemed necessary.

Please review attached Draft Establishment Project Contract Scope of Work (Attachment D) for additional information, including information pertaining to reporting requirements, deliverable documentation, and audit requirements.

COMPANY FINANCIAL INFORMATION

Please submit the CRP's financial statement, including an income statement and balance sheet, for each of the two most recently completed fiscal years. The financial statements must demonstrate the CRP's financial stability. If the financial statements being provided by the CRP are those of a parent or holding company, additional financial information should be provided for the entity/organization directly responding to this RFF.

REQUIRED ATTACHMENTS

The following attachments are included with this RFF and must be incorporated into your response as applicable. All Respondents must complete **Attachment A** (Cost Proposal Response Template), **Attachment B** (Respondent Information), and **Attachment E** (Evaluation Criteria).

Attachment	Description
Attachment A	Cost Proposal Response Template (RESPONSE REQUIRED)
Attachment B	Respondent Information (RESPONSE REQUIRED)
Attachment C	State Contract Boilerplate
Attachment D	DRAFT Establishment Project Scope of Work
Attachment E	Evaluation Criteria (RESPONSE REQUIRED)
Attachment F	Draft Staffing and Training Plan template

**Attachment B
Respondent Information**

1) LEGAL NAME OF CRP:
2) DOING BUSINESS AS (IF DIFFERENT THAN LEGAL NAME):
3) ADDRESS:
COUNTY:
4) ELECTRONIC MAIL ADDRESS:
5) TELEPHONE:
6) DIRECTOR NAME/TITLE:
CONTRACT SIGNER
NAME: ELECTRONIC MAIL ADDRESS: PHONE NUMBER:
FISCAL POINT OF CONTACT
NAME: ELECTRONIC MAIL ADDRESS: PHONE NUMBER:
PROGRAM POINT OF CONTACT
NAME: ELECTRONIC MAIL ADDRESS: PHONE NUMBER:
10) TAXPAYER IDENTIFICATION NUMBER ² :

² Employer I.D. number or Social Security number, as appropriate, whichever is used for Federal Income Tax purposes.

11) DUNS Number:

12) ATTACH Proof of Non-Profit Status - 501(c)(3) CERTIFICATE

COUNTIES TO BE SERVED

(Mark all counties your organization will serve if awarded Establishment Project funding)

<input type="radio"/> ALL	<input type="radio"/> HARRISON	<input type="radio"/> PERRY
<input type="radio"/> ADAMS	<input type="radio"/> HENDRICKS	<input type="radio"/> PIKE
<input type="radio"/> ALLEN	<input type="radio"/> HENRY	<input type="radio"/> PORTER
<input type="radio"/> BARTHOLOMEW	<input type="radio"/> HOWARD	<input type="radio"/> POSEY
<input type="radio"/> BENTON	<input type="radio"/> HUNTINGTON	<input type="radio"/> PULASKI
<input type="radio"/> BLACKFORD	<input type="radio"/> JACKSON	<input type="radio"/> PUTNAM
<input type="radio"/> BOONE	<input type="radio"/> JASPER	<input type="radio"/> RANDOLPH
<input type="radio"/> BROWN	<input type="radio"/> JAY	<input type="radio"/> RIPLEY
<input type="radio"/> CARROLL	<input type="radio"/> JEFFERSON	<input type="radio"/> RUSH
<input type="radio"/> CASS	<input type="radio"/> JENNINGS	<input type="radio"/> SCOTT
<input type="radio"/> CLARK	<input type="radio"/> JOHNSON	<input type="radio"/> SHELBY
<input type="radio"/> CLAY	<input type="radio"/> KNOX	<input type="radio"/> SPENCER
<input type="radio"/> CLINTON	<input type="radio"/> KOSCIUSKO	<input type="radio"/> ST. JOSEPH
<input type="radio"/> CRAWFORD	<input type="radio"/> LAGRANGE	<input type="radio"/> STARKE
<input type="radio"/> DAVIESS	<input type="radio"/> LAKE	<input type="radio"/> STEUBEN
<input type="radio"/> DEARBORN	<input type="radio"/> LAPORTE	<input type="radio"/> SULLIVAN
<input type="radio"/> DECATUR	<input type="radio"/> LAWRENCE	<input type="radio"/> SWITZERLAND
<input type="radio"/> DEKALB	<input type="radio"/> MADISON	<input type="radio"/> TIPPECANOE
<input type="radio"/> DELAWARE	<input type="radio"/> MARION	<input type="radio"/> TIPTON
<input type="radio"/> DUBOIS	<input type="radio"/> MARSHALL	<input type="radio"/> UNION
<input type="radio"/> ELKHART	<input type="radio"/> MARTIN	<input type="radio"/> VANDERBURGH
<input type="radio"/> FAYETTE	<input type="radio"/> MIAMI	<input type="radio"/> VERMILLION
<input type="radio"/> FLOYD	<input type="radio"/> MONROE	<input type="radio"/> VIGO
<input type="radio"/> FOUNTAIN	<input type="radio"/> MONTGOMERY	<input type="radio"/> WABASH
<input type="radio"/> FRANKLIN	<input type="radio"/> MORGAN	<input type="radio"/> WARREN
<input type="radio"/> FULTON	<input type="radio"/> NEWTON	<input type="radio"/> WARRICK
<input type="radio"/> GIBSON	<input type="radio"/> NOBLE	<input type="radio"/> WASHINGTON
<input type="radio"/> GRANT	<input type="radio"/> OHIO	<input type="radio"/> WAYNE
<input type="radio"/> GREENE	<input type="radio"/> ORANGE	<input type="radio"/> WELLS
<input type="radio"/> HAMILTON	<input type="radio"/> OWEN	<input type="radio"/> WHITE
<input type="radio"/> HANCOCK	<input type="radio"/> PARKE	<input type="radio"/> WHITLEY

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

To the best of my knowledge and belief, the information in this proposal has been duly authorized by the governing body of the applicant.

SIGNATURE:
NAME/TITLE: (Typed)
DATE SIGNED:

Attachment E Evaluation Criteria

Proposals will be evaluated based upon the proven ability of the CRP to meet the goals of the Establishment Project. RFF submissions will be evaluated by BRS, and BRS reserves the right to award a contract(s) directly based on responses to this RFF. However, BRS does not guarantee that a contract(s) will result directly from this RFF as BRS reserves the right to fund applications out of rank order if the top-ranked applications do not represent a geographical distribution throughout the state.

Proposals will be evaluated based upon the proven ability of the CRP to satisfy the requirements of the RFF. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. Proposals must include written responses to all items below (criteria 1-7) and address all items (i.e. a-e). **When responding to the RFF, CRPs proposals should be clearly labeled with the headings noted (criteria 1-7).** The points associated with each category are indicated following the category name (total maximum points = 100). If any one or more of the listed criteria on which the responses to this RFF will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded, and the responses will be evaluated and scored without taking into account such criterion or criteria.

Proposals will be reviewed and determined on a pass/fail for selected criteria as well as a points-based system for the following seven specific criteria:

1. Extent of the Need for the Establishment Project for Staffing and Training (20 points)

The following standards will be considered when evaluating this criterion.

- a. Did the CRP identify the specific and geographical needs for funding to be awarded through the Establishment Project?
- b. Did the CRP outline current barriers for program growth and strategies to address and remedy the identified barriers?
- c. Does the CRP's data support the need for funds to be awarded through the Establishment Project?
- d. Has the CRP identified and described challenges with staff capacity for serving VR participants, challenges with timeliness, and the need for additional staff capacity to serve VR participants (100% VR caseload)?
- e. Did the proposal outline the specific ways in which the CRP will meet the identified staffing and training needs?

2. Staffing Ratio and Retention (20 points)

The following standards will be considered when evaluating this criterion.

- a. Did the CRP's proposal identify strategies to increase the number of participants served, improve timeliness, and improve the quality of services and competitive, integrated employment outcomes?
- b. Did the CRP's proposal include the current average staffing to participant ratio based on the actual number served on current employment service staff caseloads?
- c. Did the CRP outline their strategies and intentions toward directing dollars as a way of incentivizing staff retention?
- d. Did the CRP's proposal identify reasonable strategies to recruit and retain new staff members?
- e. Did the CRP outline specific strategies that demonstrate their ability to meet project objectives and draft targets as identified in the Measurable Objectives and Outcomes outlined in this RFF and in the Draft Establishment Project Scope of Work (Attachment D), through improved staffing capacity?

3. Training (15 points)

The following standards will be considered when evaluating this criterion.

- a. Did the CRP outline specific strategies that demonstrate their ability to meet project objectives and draft targets as identified in the Measurable Objectives and Outcomes outlined in this RFF and in the Draft Establishment Project Scope of Work (Attachment D), through improved training for allowable new staff hired for the project?
- b. Did the CRP identify a training process for ensuring newly hired staff develop competencies, receive adequate training, and have continued opportunities for professional development?
- c. Did the CRP identify what training opportunities would be available for newly hired staff and who would be offering the training?
- d. Did the CRP outline the standards or goals that will be established for staff to promote improvement in timely and quality service delivery to VR applicants or eligible individuals?

4. Measurable Objectives / Contract Deliverables (10 points)

The following standards will be considered when evaluating this criterion.

- a. Effective communication and relationship building with VR participants is likely to improve outcomes and reduce participant disengagement. The CRP must outline strategies for enhancing engagement with VR applicants or eligible individuals.
- b. The CRP must outline specific strategies to develop or enhance the outcome of competitive, integrated employment opportunities available to VR participants.
- c. What are the identified strategies to provide more timely services to VR applicants or eligible individuals, and improved quality of services and outcomes?
- d. Does the CRP's proposal clearly identify a logical timeline for implementation of strategies and achievement of improved timeliness, quality of services, and outcomes?

5. Program Growth (15 points)

The following standards will be considered when evaluating this criterion.

- a. Does the CRPs proposal include an estimate of the number of VR participants to be served?
- b. Does the CRPs proposal include proposed and logical strategies in using available resources and personnel to achieve each objective?
- c. Does the CRPs proposal outline specific, effective strategies and address capacity challenges, to successfully grow the employment services program within the organization?
- d. As a result of increasing staff capacity and program growth, has the CRP identified logical strategies to serve increased VR applicants or eligible individuals in the current coverage area, as applicable?
- e. As a result of increasing staff capacity and program growth, has the CRP identified logical strategies to serve increased VR applicants or eligible individuals in proposed new coverage areas (as agreed to by BRS), as applicable?

6. Budget and Cost Effectiveness (10 points)

The following standards will be considered when evaluating this criterion.

- a. Is the cost proposal submitted?
- b. Are the proposed costs, e.g., staffing, training, allowable per the requirements of the RFF?
- c. Are costs reasonable in relation to the proposed staffing and training objectives?

7. Likelihood of Sustaining the Proposed Program (10 points)

The following standards will be considered when evaluating this criterion.

- a. The likelihood that the proposed, enhanced recruitment strategies identified will lead to a stronger applicant pool for allowable staff, resulting in stronger staff retention and higher quality services.
- b. The likelihood that the CRP will be able to retain staff hired during the project, including strategies identified to improve retention plans.
- c. The likelihood that the proposed training strategies will be sustained upon project completion. The strategies should outline funding sources for staff training as well as on-going professional development opportunities, up to and after program completion.

Pass/Fail Criteria:

- a. Was the proposal received by RFF submission deadline?
- b. Were all required attachments completed and submitted, including the Cost Proposal and Respondent Information?
- c. Is the respondent a registered (non-probationary status) VR employment service provider, active at least since July 2024?
- d. Did the CRP submit a financial statement, including an income statement and balance sheet, for each of the two most recently completed fiscal years?

- e. Do the financial statements demonstrate the CRP's financial stability? If the financial statements being provided by the CRP are those of a parent or holding company, was additional financial information provided for the entity/organization?
- f. Did the CRP identify the source of the match funds and verify that the source of the match funds is non-federal and are not being used to match any other federal grant?