



SUBJECT: Amendment No. 1 to Request for Proposal No. 1002-REHAB

DATE OF AMENDMENT: August 25, 2010

DATE OF RFP RELEASE: August 5, 2010

DATE AND TIME OF OPENING: September 7, 2010 @ 3:00 p.m.

AGENCY CONTACT: Janet Lufrano, Program Officer I

The following shall be a part of RFP No. 1002-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.

1. What forms do we need to fill out and where can they be found? Can it be done online?

The forms you need to fill out can be found online at the Nevada Secretary of State's office website at <http://sos.state.nv.us>. Yes, the forms can be filled out online or mailed in.

2. As a company outside of the State of Nevada, do we need to apply for the Nevada business license or can we just provide copies of our licenses in our state?

You will need to apply for a Nevada business license.

3. Are there any fees involved? If so what are they?

The fee structure is designated by the Nevada Secretary of State's office. You can access their website to obtain this information as the fee structure varies.

4. We would like to bid on the RFP and cover any fees etc. if and when we are awarded the contract. Is this an option?

Yes this can be done, however, all licenses and insurance requirements must be in place prior to the commencement of any work. We would highly encourage all requirements to be in place prior to the contract being submitted to the Nevada Board of Examiners for final approval. We anticipate this to be no later than November 10, 2010.

5. Are there page limitations for the proposal, font requirements, margin specifications, etc.?

No



6. What is the Division's maximum allowable indirect cost rate awarded to the vendor for this proposal? Can this indirect cost rate be negotiated after the proposal is submitted and selected as the vendor, or does this rate need to be negotiated before the proposal opening date?

Cost principles should be followed according to the Office of Management & Budget (OMB) Circular A-21: Cost Principles for Educational Institutions or OMB Circular A-122: Cost Principles for Non-Profit Organizations. There is no maximum allowable indirect cost rate but all allowable costs must follow the OMB Circular that applies to your organization. The rate/allowable costs may be negotiated after the proposal is submitted if in the best interest of the Rehabilitation Division.

7. The RFP indicates that the reports are due no later than 6/30/11. When does the Division expect the data collection process to begin and end?

Historically, the Division has provided the database necessary to complete the surveys in January. It is up to the awarded vendor to plan for all survey data collection to be completed in time for the final reports to be distributed to the Division by June 30, 2011.

8. What is the timeframe for this project once awarded to the vendor? Is there an initial fiscal year subject to renewal each year, or is the total budget to reflect multiple years? In other words, the RFP also refers to longitudinal analyses -- how many years should the scope of work and budget reflect, e.g., 1 year, 2 years, 3 years, 4 years?

The contract will be effective upon Board of Examiner's approval with an anticipated effective date of January 1, 2011, through December 31, 2011. The surveys should be completed and reports generated by June 30, 2011. A presentation to the Nevada State Rehabilitation Council will be scheduled in September. The scope of work and total budget should be for one year. There is the possibility that the contract could be renewed annually for a total of four years.

8. 7.6 states: Although it is a public opening, only the names of the vendors submitting proposals will be announced NRS §333.335(6). Technical and cost details about proposals submitted will not be disclosed. Assistance for handicapped, blind or hearing-impaired persons who wish to attend the RFP opening is available. If special arrangements are necessary, please notify the Rehabilitation Division designee as soon as possible and at least two days in advance of the opening. With respect to 7.6, it states, "Assistance for handicapped, blind or hearing-impaired persons who wish to attend the RFP opening is available" but it does not indicate anywhere else in the proposal what happens at the RFP "opening" on September 7th at 3:00 pm. Is there a presentation involved, are vendors required/expected to stay at the opening, is there another question and answer period?

There is no "opening" that a vendor must attend. This is the date and time scheduled that all proposals will be unsealed and known to the Division.



9. In the RFP it indicates the goal for completed surveys under the scope of work (e.g., 300 clients, 100 students, 100 OIB). How flexible can we be with these “goals”? For example, if the number of clients provided by the Division does not equal to at least the minimum number in the database population as mentioned in this RFP (e.g., 1600 general client, 300 students), does the number of expected interviews completed decrease proportionately or are these numbers simply “target” numbers?

These numbers are target numbers as it is unknown how many people in each population will be on the database. Historically, it has been possible for all individuals pulled from the database to either be contacted or several attempts made to be contacted by the awarded vendor.

10. 9.30 states: Any person who requests or receives a Federal contract, grant, loan or cooperative agreement shall file with the using agency a certification that the person making the declaration has not made, and will not make, any payment prohibited by subsection (a) of 31 U.S.C. §1352. Does this 9.30 on p. 16 mean ANY federal contract, grant, etc. currently being received by the vendor or only if awarded this project? When does the certification need to be filed? Or, does this refer to lobbying activities?

Q1: This refers to the vendor who is awarded this contract. Q2 & Q3: This does refer to lobbying and the Division will provide the certification form to be completed.

11. A.2 states: Gather basic information on consumer needs and on barriers to employment. Areas to be covered in the survey are; mobility, communication, self-care, interpersonal skills, work tolerance (e.g., length of time person is able to work in work conditions and ability to perform functions in a work setting), and demographics. Please elaborate more on what the objective/research question is for some of these expected survey items mentioned in A.2 and elsewhere in the RFP, such as self-care, work tolerance, and interpersonal skills?

The awarded vendor will be gathering information on consumer needs and possible barriers such as self-care, work tolerance, interpersonal skills, mobility and communication with regards to finding and/or keeping employment. Self-care is the ability to plan and/or perform activities of daily living such as getting dressed, personal hygiene needs, eating, etc. Work tolerance is the ability to sustain the required level of work function required for the job such as standing, sitting, operating electronic devices or machinery, writing, keyboarding, answering telephones, etc. Interpersonal skills are the ability to establish and/or maintain appropriate interactions with others such as appropriate verbal and written communication, etc. Mobility is the ability to move from place to place such as using a orthopedic appliance or apparatus, using a wheelchair, using a prosthesis, using a service animal, etc. Communication is the ability to use, give and/or receive information such as using a hearing aid, screen reading software, augmentative speech device, TTY or assistive technology device, etc.

12. A.3 states: Vendor to accommodate participants with disabilities to respond to the survey in writing (Braille/large font) or via electronic response/web based for those with vision and/or vision disabilities.



Re: A.3 and elsewhere in the RFP, is vision impairment or vision disability the only disability the Division expects vendors to accommodate with respect to surveying the division's customers?

No, accommodations should also be made for our hearing impaired individuals.

13. If it is of the expectation that surveys are expected to be in Braille (rather than simply larger font), will the Division assist with converting surveys to Braille? If so, will that service be a free service? If not, should the vendor include in its budget items the time it takes to translate surveys to Braille?

The Division has the capability to convert surveys into Braille, if necessary. There will be no cost to the awarded vendor for this service and no need to include it in the budget.

14. Is A.3 correct or a typo with respect to electronic/web based response for those only with "vision" and/or "vision" disabilities? If correct, may you elaborate on the types of accommodations expected via electronic/web based response options for those with visual impairments? Has any money been allocated to this project to accommodate disabilities, either to be awarded to the vendor directly or to be provided as in-kind support by the Division?

A.3 should also have been written to include all individuals with any disability or impairment that would require the use of an electronic/web based response. This would not change the need for electronic/web based survey(s) for a percentage of individuals who would be unable to take the survey via the phone. No monies have been allocated to this project to directly accommodate disabilities, but the Division has the ability to provide assistance, such as interpreters, to assist the awarded vendor in completing the survey. The vendor should include any costs they feel necessary to accommodate all participants with disabilities to respond to the survey(s) in writing and/or via an electronic means.

15. 9.15 states: Prices offered by vendors in their proposals are an irrevocable offer for the term of the contract and any contract extensions. The awarded vendor agrees to provide the purchased services at the costs, rates and fees as set forth in their proposal in response to this RFP. No other costs, rates or fees shall be payable to the awarded vendor for implementation of their proposal. With respect to 9.15, may vendors include optional methodologies and optional budget items to be included later in negotiations with the Division if chosen as the vendor or must those items be included in the overall proposed methodologies and overall total budget (or otherwise be left out of the proposal completely if not included as part of the total budget)?

All items must be included in the overall total budget.

16. 9.16 states: The State is not liable for any costs incurred by vendors prior to entering into a formal contract. Costs of developing the proposals or any other such expenses incurred by the vendor in responding to the RFP, are entirely the responsibility of the vendor, and shall not be reimbursed in any manner by the State. Regarding 9.16, are vendor "finalists" expected to present their proposals in person before a committee, and if travel is required for this presentation, can the cost of the proposal



presentation be included in the proposal?

Vendors will not be required to present their proposals in person so travel, for this purpose, will not be required and should not be included in the budget. It will be required that the awarded vendor present their findings at the Nevada State Rehabilitation Council meeting, generally held in September of each year. This meeting is video conferenced in Carson City, Las Vegas and Elko Nevada. If the awarded vendor must travel to one of these locations, then travel expenses should be included in their proposal and will be reimbursed at the same rate as State employees and must include submittal of receipts for airfare, lodging, and parking, if applicable.

17. Should the COST proposal also be 1 Master and 5 exact copies?

Yes

18. 4.1.10 states: Is the contractor or any of the contractor's employees employed by the State of Nevada, any of its political subdivisions or by any other government?

Yes No

If "Yes," is that employee planning to render services while on annual leave, compensatory time, sick leave, or on his own time?

What is the purpose of the second follow-up question in 4.1.10? Is there a legal problem/issue with working while on annual leave, compensatory time, sick leave, and/or on a person's "own time" when they are either 1) a salaried employee or 2) a variable work week employee? Is the purpose of 4.1.10 to avoid any Nevada Legal issues related to a state employee working on annual leave time, sick time, or compensatory time, OR is the purpose to get at whether or not we will be charging the project "overtime" OR is it to see if we will be available to the Division as the Project Manager at all times, regardless whether or not we are vacation, weekends, etc. OR does this have to do with conflict of interest issues?

In 2009, the Nevada Legislature enacted NRS 284.1729 which permits state agencies to hire current or former state employees only in certain circumstances. If a current state employee is contracted to perform services for another state agency other than his/her own state employer, it is important that the employee clearly account for the time they devote to their state employment duties as well as the time devoted to contractual obligations. A current state employee may work as a contractor/vendor, assuming all statutory requirements are met, on their own personal time, which would include non-state duty hours, weekends, annual leave, holidays, and/or compensatory time. The employee may not claim sick time from their state employer in order to perform work as a contractor or vendor. The purpose of question 4.1.10 is to ensure compliance with NRS 284.1729 as well as to prevent allegations of fraud, waste and abuse by current public employees who are contracted to perform work for state agencies.

19. 3.3.1 states: To analyze data acquired through Customer Satisfaction Surveys and make comparisons from year to year(s), at the request of the NSRC and Division, 3.3.2 states: Create a baseline for



subsequent years of comparison, 3.3.3 states: Identify trends and opportunities for improvement. If the sample sizes are not large enough to make statistical comparisons for all 3 surveys (e.g., student and older blind) across time, is the number and types of longitudinal comparison analyses negotiable with the NSRC and the Division once the vendor has been selected or after data collection has been completed?

Yes

ALL ELSE REMAINS THE SAME.

Vendor shall sign and return this amendment with proposal submitted.

NAME OF VENDOR _____

AUTHORIZED SIGNATURE _____

TITLE _____ DATE _____