REQUEST FOR QUALIFICATIONS AND PROPOSALS

EDUCATION, EMPLOYMENT, TRAINING, AND OTHER SUPPORT SERVICES
FOR ADULTS WITH DISABILITIES

BID 2052

SADDLEBACK COLLEGE

South Orange County Community College District (SOCCCD) is inviting submittals from qualified firms, partnerships, corporations, associations, community based organizations, faith based organizations, public agencies, professional organizations, or a collaboration of these organizations to provide education, employment, training, and other support services for adults with disabilities (AWD) for Saddleback College’s Adult Education Program. Evaluation will result in an Agreement expected to provide comprehensive professional services to Saddleback College beginning May 17, 2016.

If you would like to submit a response to this Request for Qualifications and Proposals, please send seven (7) hard copies and one (1) electronic copy of requested materials to:

South Orange County Community College District
Facilities Planning & Purchasing
Health Sciences Building
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Shannon Seifert, Purchasing Manager

Questions regarding this RFQ & P may be directed to:

Shannon Seifert, Purchasing Manager, sseifert@socccd.edu

The District may modify the RFQ & P prior to the deadline for submittals by issuance of an electronic addendum on the district bid website at www.socccd.edu.

All responses must be received by mail, recognized carrier or hand delivered by

DUE DATE: April 21st, 2016 - 2:00 P.M.
NOTICE CALLING FOR BIDS

District: SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Project: BID NO. 2052
RFQ&P for Education, Employment, Training, & Other Support Services for Adults with Disabilities for Saddleback College

Bid Deadline: 2:00 P.M., April 21, 2016

Mailing Address & Place of Bid Receipt:
South Orange County Community College District
Health Sciences Building, 3rd Floor, Room HS-357
Purchasing & Facilities Planning Department
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Shannon Seifert

NOTICE IS HEREBY GIVEN that the South Orange County Community College District, of Orange County, California, acting by and through its Governing Board, hereinafter referred to as “DISTRICT,” will receive up to, but not later than, the above-stated time, sealed submittals by qualified firms for consideration for RFP&Q for the above stated project.

A complete Request for Qualifications and Proposals may be viewed at the Office of the Director of Facilities Planning and Purchasing Department at the above address, telephone (949) 582-4678 or previewed on-line at www.socccd.edu, at the Bids link.

The Support Services for Adults with Disabilities firm shall possess the appropriate business license at the time a proposal is submitted.

The DISTRICT reserves the right to reject any or all submittals or to waive any irregularities or informalities in any proposals.

No bidder may withdraw any bid for a period of ninety (90) calendar days after the date set for bid opening.

Brandy K. D’Lena
Executive Director,
Facilities Planning & Purchasing

PUBLISH: THE REGISTER
April 7, 2016 &
April 14, 2016
INTRODUCTION

Saddleback College seeks to procure services related to the education and training of adults with disabilities to help them increase their economic self-sufficiency, employability, and ability to function independently in society. The evaluation timeframe for submitted applications is expected to be two (2) weeks. The selected team will work with the Adults with Disability (AWD) Committee, take an active leadership role in the entire process, make presentations to the Board of Trustees when scheduled, and prepare the final documents.

The District is requesting qualification statements and proposals from providers with a proven track record. At a minimum, providers or staff must have at least 5 years of providing services. Additionally, the AWD Committee will be reviewing applicant statements to consider your experience, ability, and plans to:

- Coordinate or help customers/consumers/clients overcome transportation barriers;
- Provide multiple locations for programs or ability to expand to multiple locations throughout region
- Avoid duplication of services in a concentrated area
- Leverage other partner programs/services
- Provide community-based learning (hands-on)
- Provide work training (individualized planning); Soft skills (behavioral development, appropriate relationships, picking up social cues, problem solving, natural support, etc.)
- Provide Hard skills training
- Provide adult education coursework
- Meet the demands of the specific populations (severely disabled with multi disabilities)
- Address social inclusion and diversity
- Provide expert review
- Provide follow up services after employment placement
- Meet criteria for enhance noncredit funding [if applicable]
- Integrate appropriate general and disability-related student support services such as counseling, tutoring, family education
- Integrate strong liaison with other public and private supportive agencies such as Department of Rehabilitation, Regional Center of Orange County, Brain Injury Network, Dayle McIntosh Center and others that might be important depending upon the population being served and content of the classes being offered.

It is the intent of this Request for Qualifications and Proposals (RFQ & P) to establish the specifications, terms and conditions governing the evaluation process.

BACKGROUND:

Saddleback College, located in Mission Viejo, celebrated its 40th anniversary on September 23, 2008. Saddleback College is approximately 175 acres and serves over 39,000 students each year. Saddleback
College has been the first choice for higher education and training in South Orange County since 1968. Our more than 500,000 alumni can attest to the quality of our academic and career training programs that enable students to successfully achieve their educational, professional, and personal goals. Our rich academic traditions and strong reputation make Saddleback College an ideal place for students seeking associate degrees and certificates, transferring to four-year colleges and universities, preparing for the workforce, or pursuing lifelong learning opportunities.

Saddleback College is fully accredited, offering over 300 associate degrees, certificates, and occupational skills awards in 190 program areas taught by a faculty renowned for its expertise, experience, and commitment to student success. Study abroad, cooperative work experience, online learning, and honors are just some of the additional programs we offer for a well-rounded educational experience.

Saddleback College is currently working with local adult schools and service providers to expand programming and access to the residents of South Orange County. This RFQ & P process is specifically aimed at increasing the breadth, depth, quality, and access of education, training, and support services for Adults With Disabilities as they seek to increase their economic, social, and physical self-sufficiency.

SUBMITTAL INFORMATION AND SUBMITTAL SCHEDULE

All submittals shall be in the form and formatted as specified in this RFQ & P. Submittals which do not include all of the elements as specified, or which deviate from the proposed format and content as specified, may be deemed “non-responsive” by the evaluation committee and eliminated from further consideration.

Time is of the essence. Submitting Firms will be expected to adhere to the required dates and times.

TIMELINE: Completed proposals are due April 1, 2016, 2:00 p.m. local time.

Submittal questions must be in writing and be directed to Shannon Seifert at sseifert@socccd.edu with the subject line indicating “Question(s) for Adult with Disabilities Education, Employment, Training, and Other Support Services RFQ & P” by March 29th, 2016. If questions are submitted after the deadline, they will not be answered and firms must provide a submittal using the information in the RFQ & P and any addenda provided.

Request for Qualification & Proposals Submittal Schedule

- RFQ & P - 1st Advertisement: April 7, 2016
- RFQ & P - 2nd Advertisement: April 14, 2016
- Deadline for written questions: April 15, 2016

**DEADLINE FOR RFQ & P SUBMITTAL**: APRIL 21, 2016

- Interviews: April 26 & 27, 2016 (if needed)
- Board Meeting - Approval: May 16th, 2016
- Contract Execution: May 17th, 2016
During the review of the submittals, SOCCCD will not report apparent errors or request submittal clarification. Submittals will be interpreted as presented. Firms are responsible to proof documents to avoid errors.

The delivery package must be clearly marked with the RFQ & P title, Firm’s name and address, contact name, email and phone number.

Submittals may be withdrawn at any time before the deadline by written request of person signing the Certification. Late submittals will be returned to the firm without evaluation and firm will not qualify for consideration.

It is the firm’s responsibility to ensure submittals are received on or before the deadline and at the identified location. A postmark will not be accepted as meeting the delivery requirement. Third party carriers are routed through the warehouse and may experience delay from carriers stated delivery timeframe. Hand delivery should include time allowances for limited parking, the possibility of elevator failure (third floor delivery) or other potential obstacles to reaching the delivery location in a timely manner.

SCOPE OF WORK

Services: Adult with Disabilities services will include: increasing the breadth, depth, quality, and access of education, training, and support services for adults with disabilities as they seek to increase their economic, social, and physical self-sufficiency.

Overview: Saddleback College is in need of equal and accessible services to align skills of disabled adults with those needed by today’s employers. To address the unique needs of this population, Saddleback College is seeking a program that will organize and deliver the following academic, support and training services:

5. Outreach to community programs who serve disabled adults in South Orange County including veterans with disabilities;

6. Workforce Preparation Services to enable work readiness;

7. Occupational Training Opportunities, including full range of secondary and post- secondary options;

8. Supportive Service Assistance;

9. Career Counseling;

10. Career Pathways grounded in Employer Partnerships;

11. Participation in the Affiliate sites throughout the community

12. Ensuring access and participation with the Department of Vocational Rehabilitation and community supports essential to the disabled population;

13. Maintain administrative and program obligations associated with receipt of adult education and contract funds.
14. Develop and provide services, programs, and activities that will allow adults with disabilities to live independently to the fullest extent possible based on initial and ongoing physical and cognitive assessment.

15. Contracts will be for one year term(s) renewable based on performance, customer/consumer satisfaction, and contingent upon grant/allocation funding.

Contractor(s) will be required to adhere to all reporting and fiscal requirements as determined by the Adults with Disabilities Advisory Board as well as potential California Community College Chancellor’s Office and California Department of Education requirements. Minimally, contractor(s) will be required to submit two reports annually. Contractor(s) will be required to attend all meetings as determined by the Adult with Disabilities Advisory Committee. It is anticipated that there will be approximately four meeting annually.

Schedule. The Adult with Disabilities Services effort is expected to begin upon Board approval at the May 16, 2016 Board meeting and end June 30th, 2017 with four one-year options to renew.

Note: (Adult Education Block Grant) AEBG Funding became available after the 2015-2016 fiscal year began and funding is available to selected partners for the 2015-2016 academic year per AB 104 guidelines. Selected partners may be able to receive funding for services provided to AWD in the 2016-2017 Academic Year (AY) that fall within the outlined Tasks (below).

Tasks. The following are the expected tasks and deliverables associated with the Adults with Disabilities Services effort:

1. Task 1: Project Initiation

   Meet with Saddleback College committee to develop and finalize a detailed work plan and schedule which at a minimum will establish meeting and presentation schedules, clarify roles and responsibilities of both staff and consultant teams, and include an evaluation methodology, in accordance with AWD Services terms and conditions and appropriate to meet the highest standard for the AWD Services.

   Deliverables:
   a) Meeting notes
   b) Final work plan
   c) Evaluation methodology

2. Task 2: Implementation

   Based upon comments and information received through Task 1, provide programs and services.

3. Task 3: Reporting

   Provide bi annually a report on the number of students being serviced and the demographics
 request for qualifications and proposals
awd programs and services
april 21, 2016

instructions for submitting qualifications and proposals

firms shall submit seven hard copies and one electronic copy. hard copies shall be formatted on standard 8 ½ x 11 white paper with each page clearly numbered on the bottom. each section, 1–12 listed below, shall be tabbed. the original copy shall be marked “original” and must be wet signed by person authorized to bind the firm.

“qualifying firms must not be on the federal list of current companies or individuals that have been declared ineligible to receive federal contracts due to a violation of executive order 11246, as amended; section 503 of the rehabilitation act of 1973, as amended 29 u.s.c. section 793; and/or the vietnam era veterans’ readjustment assistance act of 1974, as amended, 38 u.s.c. section 4212”.

all submittals shall be in the form and formatted as specified in this rfq. submittals which do not include all of the elements as specified, or which deviate from the proposed format and content as specified, may be deemed “non-responsive” by the evaluation committee and eliminated from further consideration.

statement of qualifications and proposals should minimally include the following information:

1. cover letter. a maximum one-page, dated introductory letter must be submitted including the date, legal name of the respondent, address, telephone and fax numbers, and the name, title, and signature of the person(s) authorized to submit the proposal on behalf of the firm.

2. table of contents. a table of contents of the material contained in the proposal should follow the cover letter.

3. executive summary. the executive summary should contain an outline of your general plan and a brief summary of approach and qualifications to engage in a professional relationship with south orange county community college district. (two page maximum)
   a. note: exhibit e, the qualification matrix, should be completed and placed in this section behind the executive summary. this form will be used as part of the review process.

4. experience. provide any professional registration, certifications and affiliations for the firm. describe your experience with providing adult with disabilities services and programs and more particularly community college programs and services. include the scope of work performed within the last five years. specify which programs and services were performed by the personnel recommended for this work. provide contact names and phone numbers for each listed project.
   briefly describe any interface with associated regulatory agencies.

   evidence that the firm is legally certified to conduct business in the state of california for the services offered and experience with college and university educational facilities and other institutional services.

   if the firm utilizes resources from more than one office, indicate office locations and how work would be coordinated. (one page for summary and up to five additional to highlight project specific information if appropriate)
5. **Personnel.** This section of the proposal should establish the ability of the firm to satisfactorily perform the required services as demonstrated by its representation of staff availability. Information shall further specifically include:

   a. Number of qualified staff
   
   b. Identification of any services noted in the Agreement(s) not provided in-house
   
   c. Identification of proposed sub consultants
   
   d. All personnel assigned to District projects, employees, sub-consultants or subcontractors must:
      
      i. Possess the minimum qualification to perform the services provided
      
      ii. Have knowledge and understanding of grant terms and conditions, major services and activities required to perform services provided
      
      iii. Have a minimum of three years of directly related experience
      
      iv. Have not entered into a subcontract with any Firms who are ineligible to perform work on a public works project pursuant to Labor Code 17777.1 or 17777.7
   
   e. Include resumes of proposed personnel, including any proposed sub-consultants who would likely be assigned to projects. Provide name and professional qualifications of proposed personnel. Specifically define the role of each person and outline his or her individual experience. Identify any certifications or licenses held (No more than one page per person).
   
   f. Firms must provide a statement that all proposed participants will meet or exceed the minimum qualifications specified herein

6. **Scope of Work.** Describe the services, training, activities, or programs you are proposing to provide. Include number of students to be served, locations, innovations, and expected student outcomes.

7. **Leveraged Resources.** Describe resources that you will leverage in the course of implementing and providing services to students. Leveraged resources can be in-kind or financial match.

8. **Services.** Define which services will be provided in-house and those for which you will hire consultants. Define the number of years you have worked with each consultant proposed as part of potential project teams. (One page maximum)

9. **Additional Data.** Provide additional information about the firm as it may relate to this RFQ & P.
   
   a. Indicate ongoing professional education of staff and total number of permanent employees.
   
   b. DVBE, Small business, small disadvantaged business, minority-owned firms, and small women-owned business participation level. Consortia of small businesses, minority-owned firms, and women's business enterprises are encouraged, and subcontracts with small businesses, minority-owned firms, and women's business enterprises are also encouraged. (Include as an appendix if desired). Internships? Other?
10. **Professional Fees.** Provide with your proposal one copy of a fixed fee in a sealed envelope. Itemize the fee similarly to the breakouts found in the sample agreement. The evaluation committee will make their recommendation based on qualifications and will then enter contract negotiations including fee based discussions.

Given the various needs of adults with disabilities and given the possible array of respondents, please adhere to the following general guidelines for submitting cost proposals based on service element and/or design:

If proposing **classroom training**: Price should include ALL costs including facilities, staff, faculty, material, curriculum, etc. At the end of this description please include a per student cost and the maximum number of students to be served, length of class in terms of weeks/months, hours of service days of the week, and service/program/learning locations, etc.

**Case Management** service proposals should include all costs including staff, facilities, material, mileage, benefits, etc. Number of clients should be included along with a per client cost. Include service locations.

**Consulting** proposals should include type of consulting, outcomes, and all related costs, including frequency and duration.

**Any other services, activities, deliverables proposed under this RFQ & P should include enough information allowing the AWD Committee to allocate funds appropriately to ensure contractor and client success.**

When providing costs, proposal shall include costs for all required overhead expenses including insurance. Travel cost from the Firm’s place of business including time, overhead and related expenditures shall be incorporated into the unit prices for each line item and are not to be identified as separate costs. Firms are expected to perform services at the amount in the fee proposal regardless of the possibility that staff is drawn from a variety of office locations.

No separate payment will be made for any other costs of performance or out of pocket expenses, including, without limitation, mileage or time required for dispatching personnel to District locations, subsistence, lodging, fuel charge, vehicle use, transmitting reports, administrative charges, or other similar activities necessary for performance of the services except for personnel that are required to perform services at a destination that is more than 50 miles from Saddleback College. If this circumstance occurs, firm shall first obtain written approval and will be reimbursed at the rate for mileage (for such mileage over 50 miles) set forth by the United States Internal Revenue Services and for per diem travel as set forth by the US General Services Administration.

Identify any constraints or assumptions that affect the proposed fee. Services that are not specifically included in RFQ & P exhibits may be provided as supplementary information. Be thorough and specific as this will form the basis of any contract negotiations for services.

11. **Client References.** This section of the proposal permits firms to demonstrate their ability and competence to satisfactorily perform the required services by using similar services recently
completed for other clients. Information should be furnished for both the firm and any sub
consultants included in the proposal and shall include:

a. Project name, location and description
b. Client contact name
c. Telephone number
d. Email address

This section may also include letters of recommendation or testimonials

12. Agreement Review. Review and comment on any proposed modifications to the attached draft
   Agreement(s). Recommend additional work scope if appropriate to allow for improved outcome
   for the District.

13. Certification. Complete, provide authorized signature, and date the CERTIFICATION - REQUEST
   FOR QUALIFICATION & PROPOSALS enclosed with this RFQ & P

Responses to the RFQ & P should be complete and be prepared to provide an insightful, straightforward,
and concise overview of the capabilities of your company. Deviation from the defined content, order and
format prescribed in this RFQ & P may result a non-responsive evaluation. Submittals received after the
due date and time will not be considered or reviewed. The emphasis of your submittal should be on
completeness and clarity of content.

The District reserves the right to waive any immaterial deviation in a submittal. The decisions to provide a
waiver shall in no way modify or compromise the overall purpose of the submittal, nor excuse the Firm
from full compliance with all requirements if awarded an Agreement.

The sample standard agreement (Exhibit B) is not to be included with the Firm’s submittal.

BASIS OF AWARD

The evaluation of AWD Services will be a three-stage process.

1. The first stage will be based on analysis principally focusing on specific experience and
   qualifications.

2. The second stage may include short-listed Name of Services invited for an interview to present
   their full understanding of, and responsiveness to, this RFQ & P and their specific experience and
   approach.

3. The third and final stage is successful contract negotiations.

At the conclusion of the first or second stage depending on the decision of the AWD committee, AWD
Services will be selected on the basis of criteria regarding qualifications, experience, demonstrated
competence as well as the best interests of the District as determined by the AWD committee, including
consideration of fair and reasonable pricing.

Prior to presenting a recommendation to the Board of Trustees (if deemed necessary), District staff will
engage in contract negotiations with selected firm. If negotiations with the first team selected are unsuccessful, negotiations will commence with the second team and so on until an agreement has been successfully negotiated or SOCCCD rejects all proposals.

**Note:** By virtue of submission, the proposing firm declares that all information provided in the Statement of Qualifications is true and correct.
MISCELLANEOUS

1. General information about SOCCCD may be found at http://www.socccd.edu. Recent projects are listed at the “Bids” tab.

2. All submittals shall remain active and valid for ninety days following closing date for receipt. The District reserves the right to negotiate the scope and cost of any submittal.

3. Evaluation may be made solely on the basis of the submittal review or the evaluation committee may deem it necessary to interview applicants as part of the evaluation process.

4. The proceedings of the evaluation committee are confidential. Members are not to be contacted by the proposers. All communication between proposers and the District shall be through the contact information provided above for submitting RFQ & P materials.

5. All materials, except financial information, submitted in response to this RFQ & P shall become the property of SOCCCD and shall be considered a part of Public Record. The District reserves the option to retain or dispose of all submittals whether selected or rejected.

6. Only written changes to the RFQ & P will be valid. Verbal representations will not be binding on either party. Proposers are responsible to monitor the district bid page for addenda information.

7. SOCCCD reserves the right to reject any or all responses to this RFQ & P. Any and all costs incurred in preparing and submitting a response to this RFQ & P is the sole responsibility of the proposer. This request does not constitute an offer of employment or a contract for services.

QUESTIONS FROM POTENTIAL RESPONDENTS

Questions regarding this RFQ & P may be directed to Shannon Seifert at (949) 582-4678 or via email atsseifert@socccd.edu.

The District may modify the RFQ & P prior to the deadline for submittals by issuance of an electronic addendum on the district bid website.

Specific Inclusions

1. Exhibit A: Certification – Request for Qualifications

2. Exhibit B: Sample Agreement for Adults with Disabilities Services.

3. Exhibit C: Sample Invoice for monthly billings

4. Exhibit D: Adults with Disabilities Services – Qualification Matrix

Proposals shall be received up to but not later than 2:00 p.m., on the date listed in the schedule.
CERTIFICATION - REQUEST FOR QUALIFICATIONS

The undersigned hereby proposes and agrees to furnish any and all required labor, equipment, material, transportation, insurance, and incidentals necessary to provide quality services pertaining to this solicitation in accordance with the terms and conditions of the RFQ & P; declares that the only persons or parties interested in this submittal as principals are those named herein; that this submittal is made without collusion with any other person, firm or corporation; that the undersigned will contract with SOCCCD to provide these services to the District in the manner prescribed herein.

I certify that I have read the attached Request for Qualifications – Adults with Disabilities Services and the instructions for submitting an RFQ & P. I further certify that I am authorized to bind the Firm noted in this submittal contractually, know that I must provide seven hard copies and one electronic copy of the Firm’s submittal in response to this request and that I am authorized to commit the Firm to the submittal.

I acknowledge the following addenda(s) ____________________

__________________________________________  __________________________________________
Signature                                                                                     Typed or Printed Name

__________________________________________  __________________________________________
Title                                                                                           Phone

__________________________________________  __________________________________________
Address                                                                                        Email

Provide Seal here, if Corporation
A sample agreement will be provided in an upcoming Addendum
Invoices for services shall be provided once per month and within 60 calendar days of performance of the services.

Invoice

Project Manager
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635

Date: TBD
SOCCCD Project Number: TBD
Consultant Invoice number:
Purchase Order: TBD

Project: Saddleback College
Adult Education: Adults With Disabilities Services

Consultant TBD

Consultant Address
City / State / Zip code
Phone Number

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## ADULTS WITH DISABILITIES SERVICES – QUALIFICATION MATRIX

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<td>1</td>
<td><strong>Cover Letter</strong> - Professional/Format/Signed</td>
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<td><strong>Table of Contents</strong> - Correct &amp; professional</td>
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<td>3</td>
<td><strong>Executive Summary</strong> - professional - coherent - relevant - concise</td>
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<td><strong>Personnel</strong></td>
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<td>Staffing availability and support</td>
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<td>Proposed staffing, years in industry</td>
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<td>Resumes</td>
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<td><strong>Scope of Work</strong></td>
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<td>Demonstrated understanding of desired services</td>
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<td><strong>Services - Philosophy</strong></td>
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<td>Integrates strong liaison with other public and private supportive agencies</td>
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<tr>
<td></td>
<td>Participates in the affiliate sites throughout the community</td>
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<td>Ensures access and participation with the Department of Vocational Rehabilitation and community supports</td>
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<tr>
<td></td>
<td>Maintain administrative and program obligations associated with receipt of adult education and contract funds</td>
</tr>
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<td></td>
<td>In house vs. sub consultants</td>
</tr>
</tbody>
</table>

8 Additional Data About Company
- Related other information-Fingerprinting

9 Professional Fees
- Fixed Fee to be evaluated after professional services are evaluated

10 Client References/Recommendations
- Additional references, written recommendations, testimonials
- Phone interview results

11 Agreement Review

12 Certification