



COLORADO

Department of Labor and Employment

**Mental Health Supported Employment
(MHSE)-Request for Proposals (RFP)
KAVA 2027000058**

**Responses Due: (Friday, October 30th, 2026 at time
11:59pm, local time) via [Bidnet](#)**

[Accessibility Statement](#)

I. Introduction

This Request for Proposals (RFP) is used for the State of Colorado (State) by and through the Department of Labor and Employment (CDLE), Procurement and Contract Services Unit (PCS) for the benefit of (Insert Division name) (Division acronym) as well as any other CDLE Divisions or State Departments for which a need may be discovered.

The Procurement and Contract Services Unit is posting this RFP on the [Colorado Colorado Vendor Self-Service \(VSS\)](#) and [Bidnet Direct \(Bidnet\)](#) in order that Respondents who have an interest may submit a proposal in accordance with the terms of this solicitation.

Procurement in Colorado is decentralized, which means that most State agencies are delegated to conduct their own solicitations. For additional procurement information go to Doing Business with the State of Colorado.

Though not a requirement, Respondents are encouraged to become a member of VSS and Bidnet Direct prior to the submission deadline. Solicitations for most Colorado State Agencies (Agencies), including CDLE, are posted on VSS. The VSS Help Desk is available Monday through Friday, 8:00 a.m. to 5:00 p.m., local time, phone, 303-866-6464 or email, VSSH@state.co.us.

Solicitation details posted on VSS by Agencies for goods, services, and construction are public and do not require registration to view. Should a company opt to register with VSS, it may elect to receive automatic notification in categories of interest. Additionally, there is no cost to register on VSS. However, per Procurement Rule 24-102-202.5-04, Respondents need not be registered with VSS in order to be deemed responsive to this RFP.

In an effort to expand the potential pool of Respondents to this RFP thus providing the best value for the State, PCS also utilizes additional methods of advertisement. As such, PCS may make this RFP available to companies outside of the VSS platform. PCS is also posting this RFP on Bidnet at the link available on the cover page. Respondents do not need to register on Bidnet or pay funds to access the solicitation. In the event documents are too large to upload to VSS, a note on the posting will be made and those documents will be available on Bidnet. Should Respondent wish to obtain the documents via email, requests should be made as outlined herein.

Respondents are expected to familiarize themselves with the proposed project's details. Any person, firm, entity, joint venture, or corporation desiring to submit a proposal should examine this RFP and shall judge for themselves all the circumstances and conditions affecting their proposal. Failure on the part of any Respondent to make such thorough examination or to investigate thoroughly the conditions of the proposal will not be grounds for a declaration the successful proposer did not

understand the RFP. Should a Respondent find a discrepancy or omission in this RFP, or should a Respondent be in doubt as to the meaning of any provision of this RFP, the Respondent should promptly notify PCS, and any necessary clarifications or addenda will be provided in writing. CDLE will not be responsible for any oral instructions or interpretations given by or to anyone.

This RFP encompasses the following attachments:

- Attachment A - Signature Page
- Attachment B - Statement of Work & Proposal Technical Requirements
- Attachment C - Response Proposal Requirements
- Attachment D - Sample Contract
- Attachment E - Contract Certification Form
- Attachment F - Work Outside State/U.S.
- Attachment G - Conflict of Interest Disclosure
- Attachment H - Confidentiality Requests
- Attachment I - M/WBE Self Certification Form
- Attachment J - Vendor Accessibility Guidelines and Checklist
- Attachment K - Proposal Checklist

II. Project Synopsis

DVR's Mental Health Supported Employment (MHSE) program is an employment program that focuses on employment as a key aspect of recovery. It is developed in cooperation with the Behavioral Health Administration (BHA) and implemented at the local level between DVR district offices, local mental health centers, and/or other qualified organizations.

The Program provides services in the most integrated settings possible, as appropriate and consistent with informed choice, which prepares individuals for competitive integrated employment outcomes. Services are defined in the definitions section of this RFP and include but are not limited to:

- Career Exploration (to include job shadows, job site evaluation, vocational assessments, and other services as needed)
- Job Development & Preparation
- Job Placement
- Personal Adjustment Training
- Job Coaching
- Extended Services

Awarded Offeror(s) will work cooperatively with the local DVR offices in carrying out their roles and responsibilities as identified in this RFP.

III.RFP Process

i.RFP Modifications

CDLE reserves the right to terminate, suspend, modify the selection process, reject any or all submittals, modify the terms and conditions of this selection process, and/or waive any informalities, irregularities, or omissions in any submittals, as the State’s best interests may appear.

ii.Tentative Schedule of Events

This schedule contains tentative dates for this procurement and may be subject to change. DIV reserves the right to conduct oral presentations and/or site visits and/or interviews and/or demonstrations should the need arise.

10/02/2026	RFP Published at Colorado VSS and Bidnet
10/15/2026	Question and Answer Period Deadline submit by email
10/16/2026	Answers to questions at Colorado VSS and Bidnet
10/30/2026	RFP Submission Deadline Bidnet.
Month of November	Notice of Intent to Award/Non-Award
Month of December	Contract Signing via DocuSign
One (1) Year with Four(4)	Contract Period
Options to renew	

iii.Question and Answer Period

This RFP provides Respondents with sufficient information to enable the preparation of a proposal sufficient to be submitted for consideration to satisfy the project goals listed herein. However, Respondents are encouraged to ask questions and request clarification of any part of this document. Failure to clarify information does not constitute justification for an RFP protest if the Respondent knew or should have known of the confusion prior to the end of the question and answer period. It will be presumed Respondent, before submitting a proposal, closely reviewed the RFP, all exhibits and attachments, any modifications and/or addendums, and other items relevant to the RFP.

During the question and answer period, Respondents may email PCS with any questions and/or requests for clarification concerning this RFP. The question and answer period begins on the date of this RFP’s publication and ends on the question and answer period deadline, as listed in the tentative schedule above. No inquiries will be accepted after the date and time indicated as the question and answer period deadline. Email timestamps will be used to determine timeliness.

Email all inquiries to: Ethan Sanchez at Ethan.sanchez@state.co.us. In the subject line, use this RFP's number. The RFP number can be found on the cover page.

Answers to Respondents' questions are scheduled to be published as a modification to the RFP on VSS and Bidnet on the date listed in the tentative schedule above.

No other interactions in regard to this RFP shall occur with DIV, CDLE, Agencies, and/or State employees, agents, and/or assignees. Failure to abide by this rule may result in disqualification from the RFP process and complete rejection of any submitted proposals.

iv. Oral Presentations, Site Visits, Demonstrations, and Interviews

Respondents may be asked to prepare an oral presentation or to make their facilities available for a site visit by the evaluation committee. Respondents may also be asked to provide a demo of their proposed solution or interview in front of the evaluation committee. Such events will be at the Respondent's expense. The dates for these potential events are listed in the tentative schedule herein. Evaluation Committee members have the right to modify a Respondent's proposal evaluation based on clarifications provided at the relevant event.

v. Addendum or Supplement to Request for Proposal

In the event it becomes necessary to revise any part of this RFP, an addendum and/or modification will be published on VSS and Bidnet. It is incumbent upon Respondents to carefully and regularly monitor VSS and/or Bidnet for any such postings.

vi. Process for Responding

Proposals must be received on or before the date and time indicated in the tentative schedule listed herein. Proposals should be formatted and submitted as described herein. Late proposals may not be accepted. It is the responsibility of the Respondent to ensure the proposal is received by PCS on or before the proposal submission date and time. Proposal responses determined to be at a variance with any requirement as stated herein may not be accepted.

vii. Vendor Assistance

- a. Any vendors needing support responding to solicitations may contact the Colorado Supplier Diversity Navigator in the Statewide Equity Office's Supplier Diversity program. Services provided include assistance with responding to solicitations, interpretation of solicitation documents, technical assistance referrals, availability of resources, construction assistance, and free

business directory listings and verifications through the Colorado Supplier Diversity Directory. The office can be reached during normal business hours by calling 303-866-5765 or emailing DPA_SupplierDiversityHelp@state.co.us.

1. [Bidnet](#) Instructions

In the spirit of continuous improvement and cost management, CDLE has joined the Rocky Mountain E-Purchasing System. The Rocky Mountain E-Purchasing System (Bidnet®) is an online notification system that is being utilized by multiple governmental entities. Participating entities post their bids, quotes, proposals, addendums, and awards on this one centralized system. Review bids or register today by visiting Bidnet.

Vendor registration is free; however, vendors may elect to receive automatic email notification of all open solicitations matching their vendor profile for an annual fee. If a vendor does not select the upgrade option, it is the responsibility of the vendor to monitor the website regularly in order to be aware of business opportunities and review changes or addendums to bids, quotes, and proposals. Vendors who upgrade to receive email notifications will receive opportunities matching their business goods/services provided automatically.

For help registering or questions about the Rocky Mountain E-Purchasing System, please contact Bidnet at 800.835.4603 to speak with the Vendor Support Team.

The link for this solicitation and the location to upload proposals is found here:

[Enter Information Here](#)

2. Format of Submission

Proposals should be submitted in:

- Text-searchable PDF format.
- Font - Trebuchet MS, no smaller than 12 point, black text on a white background
- left justify the document
- Do not use all capital letters unless it is for an acronym
- omit graphics or photos unless requested
- omit underlined text unless it is for an email or URL link
- Each individual component of the proposal tabbed in the PDF table of contents.
- Due to the potential size-limitations of email attachments, proposals should be broken down into its individual required and as applicable documents with each item standing alone as a different PDF.

- A complete list of required and as applicable documents may be found in the Attachment section herein. Any page limitations on each required or as applicable document may be found there.

3. Proposal Contents

Proposals should consist of the items contained in the Proposal Checklist found on the last page of this RFP. Naming conventions for the PDF tabs and/or individual PDF documents should be as follows:

Respondent Company name_Document Title_RFP number_attachment name

H. No Multiple Proposal Responses

Respondents may submit only one (1) proposal in response to this RFP. In addition, Respondents should propose a solution that addresses all components in this RFP. Incomplete or additional submissions may be rejected.

I. Valid Proposal Period

All aspects of a submitted proposal to this RFP, including pricing, will be firm for a period of no less than three hundred sixty-five (365) calendar days after the RFP submission deadline. Estimated proposal prices are not acceptable.

J. Modification or Withdrawal of Proposals

Respondents may modify or withdraw a submitted proposal at any time prior to the RFP submission deadline. To do so, Respondents should email PCS at the address found herein with the intent to modify or withdraw the submission and the RFP number found on the cover page clearly stated in the email subject line.

K. Confidential/Proprietary Information

Any proposed restrictions on the use or inspection of material contained within a proposal response must be clearly stated in the proposal response. Respondents may request PCS consider confidential or proprietary information through the following steps:

Step 1. The Respondent, with its proposal, shall submit written requests for confidentiality. The Respondent must provide a justification and state specifically what elements of the proposal are to be considered confidential/proprietary. A sample form may be found in the Attachments.

Step 2. Confidential/proprietary information must be readily identified, marked, and listed on the request form.

Step 3. The Purchasing Director will make a written determination as to the apparent validity of any written request for confidentiality. Neither a proposal in its entirety, nor proposal price information will be considered confidential and proprietary. Any information that will be included in a resulting contract cannot be considered confidential.

Step 4. In the event PCS does not concur with the Respondent's request for confidentiality, the written determination will be sent to the Respondent. [Ref. Section 24-72-201 et. seq., C.R.S.](#), as amended, Public (open) Records.

Step 5. If the Respondent does not agree with the Purchasing Director's determination and the parties cannot come to an agreement, the Respondent may a) resubmit the proposal without the confidential information included, b) withdraw the proposal, or c) file a protest. See the protest section herein for more information regarding protest rights.

L. Acceptance of RFP Terms

A proposal submitted in response to this RFP will constitute a binding offer. Acknowledgment of this condition shall be indicated by the autographic signature of the Respondent or an officer of the Respondent legally authorized to execute contractual obligations. A submission in response to this RFP acknowledges acceptance by the Respondent of all terms and conditions, including compensation, as set forth herein. A Respondent should clearly and thoroughly identify any variation between its proposal and the RFP requirements. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP. A completed Contract Certification form, found in the Attachments, must be submitted with the RFP response.

The contents of the proposal response, including persons specified to implement the project, of the successful Respondent will become contractual obligations. Failure of the successful Respondent to accept these obligations in a contract, purchase order, or similar authorized commitment document may result in cancellation of the award.

M. Rejection of Proposals

PCS reserves the right to 1) to reject any or all proposals; 2) to waive informalities and minor irregularities in proposals received as determined by PCS; and 3) to accept any portion of a proposal or all items in a proposal if deemed in the best interest of CDLE. Failure of a Respondent to provide any information requested in this RFP and in the manner or format required in this solicitation may result in disqualification of the proposal.

N. Best and Final Offers

PCS reserves the right to request Best and Final Offers (BAFOs) for this solicitation. Evaluation Committee members have the right to modify a Respondent's evaluation based on information provided in a BAFO. BAFOs may be considered in determining the apparent successful Respondent(s).

O. Proposal Pricing

All prices and fees contained in proposal responses, or BAFOs if conducted, shall be firm for the term of any resulting contract.

P. Proposal Evaluation

PCS will conduct a comprehensive, fair and impartial evaluation of the submissions received in response to this RFP. The objective of the evaluation is to determine the proposal that most effectively meets DIV's goals and requirements as stated in this RFP. The contract(s) for this project will be awarded to the Respondent(s) whose proposal(s) will be most advantageous to CDLE and the State as a whole.

An Evaluation Committee will be established to judge the merit of proposals received in response to this RFP. The award decision is a business judgment reflecting an integrated assessment of the relative merits of the proposals using the factors set forth below in no particular order:

- Company Qualifications-Attachment C
- Company Experience-Attachment C
- Company Eligibility-Attachment C

Once the Evaluation Committee has narrowed their decision based on the initial submissions, they may request clarifications and/or updates during oral presentations, site visits, interviews, demonstrations, and/or BAFOs. The Respondent(s) with the proposal(s) deemed most advantageous to the State will be selected for recommendation of award. The selected Respondent(s) will receive a "Notice of Intent to Make an Award."

A brief overview of the evaluation process follows:

- Review of all proposals received for compliance with the requirements of this RFP.
- Review of all confidentiality requests and written determinations.
- Preliminary evaluations of all proposals.
- Requests for clarification, if necessary.
- Oral presentations, demonstrations, interviews, and/or site visits, if applicable.
- Final evaluations.

- Recommendation for award.

Q. Selection of Proposal Notice

Upon review and approval of the Evaluation Committee's recommendation for award, PCS will issue a "Notice of Intent to Make an Award" on VSS.

R. Award of Contract

Following a "Notice of Intent to Make an Award," A commitment document must be finalized by all parties concerned by the date specified in the Notice. In the event the parties are unable to enter into a commitment document, PCS may elect to cancel the "Notice of Intent to Make an Award" letter and award the Respondent(s) whose proposal(s) scored the next highest.

S. Protested Solicitations and Awards

An aggrieved party in connection with this solicitation may file a written protest in accordance with C.R.S. 24-109-102 within ten (10) business days of when the aggrieved party knows or should have known of the facts giving rise to the grievance.

Written protests shall be emailed to: reneeerita.kennedy@state.co.us.

IV. Information and Requirements

● External Communications, Outreach, and Logos

External communications and outreach pertaining to this RFP or award are not permitted without prior written approval from CDLE's Government Policy and Public Relations Office. External communications and outreach include, but are not limited to, news releases, advertising and marketing materials.

Use of CDLE or project logos are not permitted without prior written approval from CDLE's Government Policy and Public Relations Office.

● Incurring Costs

The State is not liable for any cost incurred by Respondents prior to issuance of a legally executed contract, purchase order, or other authorized commitment document. No property interest, of any nature, shall occur until a contract is awarded and executed.

- **Taxes**

State, as purchaser, is exempt from all federal excise taxes under Chapter 32 of the Internal Revenue Code (Registration No. 84-7301123K) and from all state and local government use taxes (C.R.S. 39-26-704). The Colorado State and Local Sales Tax Exemption Number is 98-01159-000. Respondent is hereby notified that materials are purchased in certain political subdivisions (for example in the City of Denver) the Respondent may be required to pay sales tax even though the ultimate product or service is provided to the State. This sales tax will not be reimbursed by the State

- **Prime Contractor**

CDLE will consider the selected Respondent(s) to be the sole point of contact with regard to contractual matters including the performance of services and the payment of any and all charges. Subcontractor specifics must be disclosed at time of proposal response.

- **Parent Company/Vendor Identification**

If a Respondent is owned or controlled by a parent company, the name, main office address and parent company's tax identification number should be provided in the proposal. The tax identification number provided must be that of the Respondent submitting a proposal to the RFP. The Respondent must be a legal entity with the legal right to contract. All applicable W-9s must be provided with the RFP proposals.

- **Reciprocal Preference**

Per Colorado Revised Statutes, Section 24-103-906, a resident Respondent may be allowed a preference against a non-resident Respondent equal to the preference given or required by the state in which the non-resident Respondent is a resident.

- **Doing Business in Colorado**

In order to do business in Colorado, the Colorado Secretary of State requires entities to register in accordance with C.R.S. 7-71-101, and obtain and maintain a rating of "good standing" status throughout the term of an awarded contract.

<http://www.sos.state.co.us/pubs/business/businessHome.html>. Respondents must register before contract execution, but do not need to register before submitting a proposal

- **Contract Performance Outside the United States or Colorado**

In part, [Colorado Revised Statute 24-102-206](#) states: (1) Prior to contracting or as a requirement for the solicitation of any contract from the state for services, as appropriate, any prospective vendor should disclose in a statement of work where services will be performed under the contract, including any subcontracts, and whether any services under the contract or any subcontracts are anticipated to be performed outside the United States or the state. If the prospective vendor anticipates services under the contract or any subcontracts will be performed outside the United States or the state, the vendor should provide in its statement of work a provision setting forth why it is necessary or advantageous to go outside the United States or the state to perform the contract or any subcontracts. In lieu of providing this required information in a detailed statement-of-work, offerors may utilize the form included in the Attachments. At the conclusion of Vendor's performance, Vendor will be required to submit actual figures detailing the extent to which services, including those of subcontractors, were performed outside the United States or the state.

- **Conflict of Interest**

Respondents are required to include in their proposal a section regarding Conflicts of Interest. Respondents shall state whether there currently are, or potentially could be, organizational or other conflicts-of-interest regarding this solicitation, their proposal, their staff or their proposed subcontractors, any related business with the State, or with CDLE employees. The conflict of interest form may be found in the Attachments.

PCS reserves the right to make a non-responsive determination on a Respondent's proposal or cancel the award if there is a conflict, a perceived conflict, or if a conflict or appearance is disclosed from any other source.

During the term of the contract, the selected Respondent will not enter into any third party relationship that creates a conflict of interest or creates the appearance of a conflict of interest.

- **Security Clearance Background Checks on Employees and Subcontractors**

1. **Criminal Background Checks** (private entities)

The successful Respondent should ensure all employees and subcontractor's employees have passed comprehensive criminal background checks prior to performing work under this contract. In the State's sole discretion, the State may require certain employee(s) to submit to a State criminal background check, at the State's cost. The Successful Respondent shall immediately remove from this project any employees or subcontractors that do not meet the minimum standards of a criminal background check, whether conducted by the employer or the State. All

information collected by the State regarding the successful Respondents employee(s) shall be deemed confidential.

2. Criminal Background Checks (governmental entities)

Successful Respondent shall ensure all employees and subcontractor's employees have passed comprehensive criminal background checks prior to performing work under this contract.

K. Security Policy

If applicable, the successful Respondent must adhere to the State of Colorado Governor's Office of Information Technology (OIT) Security policies located at: <http://www.oit.state.co.us/ois/policies>.

L. RFP Response Material Ownership

CDLE has the right to retain the original proposal response and other proposal response materials for its files. As such, CDLE may retain or dispose of all copies as is lawfully deemed appropriate. Proposal response materials may be reviewed by any person after the "Notice of Intent to Award" has been posted on VSS, subject to the terms of Section 24-72-201 et seq., C.R.S., as amended, Public (Open) Records.

CDLE has the right to use any or all information/material presented in reply to the RFP, subject to limitations outlined in the paragraph, Confidential/Proprietary Information herein. Respondent expressly agrees CDLE may use the materials for all lawful State purposes, including the right to reproduce and distribute copies of the material submitted for purposes of evaluation, and as part of the resulting contract, and to make the information available to the public in accordance with the provisions of the Public Records Act.

M. Certification of Independent Price Determination

Except as otherwise disclosed with particularity, through its submission of a proposal, the Respondent certifies the prices and other terms in the offer have been arrived at independently without any consultation, communication, agreement with, or knowledge of the contents of the offer by any other competing Respondent. For purposes of this paragraph, "consultation, communication, agreement with, or knowledge" does not include knowledge of prices or terms gained through availability of established price lists or catalogs made available to the public by the competing Respondent. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

N. Ownership of Contract Products/Services

Upon the established RFP close date, submissions become the property of the State. All products and/or services produced in response to the contract resulting from this RFP will be the sole property of the State, unless otherwise noted in the RFP or contract. The contents of the successful Respondent's proposal will become contractual obligations.

O. Standard Contract

The successful Respondent is required to enter into a formal commitment document with CDLE. Any commitment document resulting from this RFP will incorporate standard State contract terms, including Special Provisions or Purchase Order Terms & Conditions, if applicable. These terms are included in the Sample Agreement included in the Attachments. Respondents must clearly identify any exceptions to the terms and conditions described in this RFP and provide justification and alternative language on Attachment form as part of the proposal response. Respondents are strongly encouraged to seek advice from legal counsel regarding such contractual exceptions. Respondents should not assume any term or condition in this RFP is negotiable. In the event the parties are unable to negotiate terms that are fully satisfactory to CDLE within a reasonable period of time, at CDLE's sole discretion, CDLE may elect to enter into negotiations with another vendor within the competitive range. If a "Notice of Intent to Make an Award" has been issued and the parties are unable to enter into a contract that is fully satisfactory to CDLE within a reasonable period of time, at CDLE's sole discretion, CDLE may elect to cancel the "Notice of Intent to Make an Award" and commence contract negotiations with another vendor within the competitive range. All negotiated contracts are subject to required State approvals.

P. Insurance

The awarded Respondent should agree to CDLE's Insurance Requirements found in the Sample Agreement included in the Attachments and provide a copy of a valid insurance certificate prior to commencement of any work or services.

Q. Non-Discrimination

Respondents shall comply with all applicable federal, state, local laws, ordinances, executive orders, and regulations that prohibit discrimination on the basis of race, color, national origin, religion, and sex, including but not limited to: Title VI of the [Civil Rights Act of 1964](#), as amended (P.L. 88-352), 42 U.S.C. § 2000d et seq., and Title VII of the Civil Rights Act of 1964, as amended. Unless required by federal law or regulation, employers may not automatically bar applicants or employees with an arrest or conviction record from employment.

Any vendors needing support responding to solicitations may contact the Colorado Supplier Diversity Navigator at the Statewide Equity Office of Supplier Diversity. Services provided include assistance with responding to solicitations, interpretation of solicitation documents, technical assistance referrals, availability of resources, construction bond assistance through the Construction Statewide Bond Assistance Program, and free business directory listings and verifications through the Colorado Supplier Diversity Directory. The office can be reached during normal business hours by calling 303-866-5765 or emailing DPA_SupplierDiversityHelp@state.co.us

R. Section 508 Compliance

If applicable, all electronic and information technology deliverables under this solicitation shall comply with [Section 508 of the Rehabilitation Act of 1973](#) (29 U.S.C. 794 (d); 36 CFR Part 1194) and the [Access Board Standards](#). Section 508 requires that accessibility for people with disabilities is incorporated into all electronic and information technology developed, procured and maintained under the resulting solicitation award.

All work performed as a result of this solicitation must comply with all applicable provisions of §§24-85-101, C.R.S., et seq., and the Accessibility Standards for Individuals with a Disability, as established by the Office Of Information Technology pursuant to §24-85-103 (2.5), C.R.S. and 3) all State of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.

The solution shall also conform to the most current version of the [Web Content Accessibility Guidelines](#) (WCAG). Ability to conform to these standards will be verified through a demonstration by the vendor. The vendor shall provide a policy, commitment, or mission statement regarding electronic accessibility.

- [State of Colorado Accessibility Statement](#)
- [C.R.S. 24-85-104, Article 85. "Information Technology Access for Individuals Who are Blind or Visually Impaired", \(PDF\)](#)
- [TS-OEA-001: Technology Accessibility for Persons with Disabilities, \(PDF\)](#)
- [TS-OEA-002: Technology Accessibility for Web Content and Applications, \(PDF\)](#)
- [WCAG 2.1 Standards, W3C](#)
- [Section 508 of the U.S. Rehabilitation Act of 1973, section508.gov](#)

S. Minority and Women-Owned Business and Small Business Enterprises

CDLE is dedicated to creating, operating, and maintaining a procurement and contracting system that provides all Colorado individuals and businesses, including minority and/or women-owned enterprises (M/WBE) and small business enterprises, with an equal and fair opportunity to compete for CDLE business. Respondents should take all necessary affirmative steps, as required by 45 CFR 93.36(3), Colorado Executive Orders, and Procurement Rules, to ensure small, minority, and women business enterprises are utilized, when feasible, as sources of supplies, equipment, construction, and services purchased under awarded contract.

In an effort to track levels of participation by women or minorities doing business with the State of Colorado, a Minority and Women-Owned Business Self Certification should be submitted with final proposals to this RFP. The Certification may be found in the Attachments.

T. Service Disabled Veteran Owned Small Business

Colorado Revised Statutes, Section 24-103-905 allows for a preference to Service-Disabled Veteran Owned Small Businesses (SDVOSB). To qualify for this preference, a SDVOSB should submit documentation of SDVOSB certification issued through the U.S. Department of Veterans Affairs with their offer. Any SDVOSB certification submitted shall be verified by CDLE.

V. Vendor Assistance

Any vendors needing support responding to solicitations may contact the Colorado Supplier Diversity Navigator at the [Statewide Equity Office of Supplier Diversity](#). Services provided include assistance with responding to solicitations, interpretation of solicitation documents, technical assistance referrals, availability of resources, construction bond assistance through the Construction [Statewide Bond Assistance Program](#), and free business directory listings and verifications through the [Colorado Supplier Diversity Directory](#). The office can be reached during normal business hours by calling 303-866-5765 or emailing DPA_SupplierDiversityHelp@state.co.us.

Attachment A, Signature Page

(Submit with Response)

This form must accompany all quotations. A person legally authorized to bind the company must sign, electronic signatures are permitted.

RFP Title:

RFP Number:

Parent Company* Tax ID Number (FEIN):

Parent Company DUNS Number:

Parent Company Legal Name (per W-9):

Parent Company DBA, if applicable:

Parent Company Address:

Contact Name:

Contact Phone:

Contact Fax:

Contact Email:

Should this RFP be modified, Respondent shall indicate review of all modifications as published on VSS.

Our Company acknowledges receipt of the (RFP Title and #) Modification Numbers (List all applicable numbers):

Signature of legally authorized representative _____

Printed Name _____

Title _____ Date _____

*Parent Company - A vendor, owned or controlled by a parent company must provide the name, main office address, and tax identification number of that company on a copy of this form. The tax identification number provided must be that of the vendor's parent company who will be legally responsible for performing services under any commitment document resulting from this DQ.

This form must accompany all Proposals. A person legally authorized to bind the company must sign.

Attachment B, Statement of Work (SOW)

I. INTRODUCTION

DVR's Mental Health Supported Employment (MHSE) program is an employment program that focuses on employment as a key aspect of recovery. It is developed in cooperation with the Behavioral Health Administration (BHA) and implemented at the local level between DVR district offices, local mental health centers, and/or other qualified organizations.

The Program provides services in the most integrated settings possible, as appropriate and consistent with informed choice, which prepares individuals for competitive integrated employment outcomes. Services are defined in the definitions section of this RFP and include but are not limited to:

1. Career Exploration (to include job shadows, job site evaluation, vocational assessments, and other services as needed)
2. Job Development & Preparation
3. Job Placement
4. Personal Adjustment Training
5. Job Coaching
6. Extended Services

Awarded Offeror(s) will work cooperatively with the local DVR offices in carrying out their roles and responsibilities as identified in this RFP.

II. DEFINITIONS

1. **Applicant:** An individual who submits an application for vocational rehabilitation services in accordance with section 5.2 of the DVR Policy Manual.
2. **Career Exploration:** Process in which an individual chooses a career path or job that fits their interests, skills and abilities. This may include assessments of interests, interpersonal skills, aptitudes, functional capacities, educational achievements, work experiences, personal and social adjustments among other individualized factors that affect the individual and services needed for the individual to acquire and develop positive work attitudes, work habits, work tolerance, and social and behavior patterns necessary for successful job performance.

3. **Competitive Integrated Employment:** Full or part time work, in an integrated setting, for which the individual is compensated at a rate that is not less than the rate required under applicable Federal or State minimum wage law for the place of employment; is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities for the same or similar jobs and who have similar training, experience, and skills; and is eligible for the level of benefits provided to other employees.
4. **Employment Outcome:** A goal of entering, advancing in, or retaining full or part-time competitive integrated employment (including customized employment, telecommuting, or supported employment) that is consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.
5. **Evidence-based Practice:** A process in which the practitioner combines well-researched interventions with clinical experience and ethics, and individual preferences and culture to guide and inform the delivery of services.
6. **Extended Services:** Ongoing support services and other appropriate services that are needed to support and maintain an individual with a most significant disability in supported employment; Provided by an agency, which may include a State agency, a private nonprofit organization, the employer or any other appropriate resource including family member(s); The extended support provider shall contact the employer and the employee at least twice per month to monitor job stability. If under specific circumstances, especially at the request of the individual, the IPE provides for off-site monitoring, twice monthly meetings with the individual shall be conducted.
7. **Individual with a Most Significant Disability:** An individual with a most significant disability has a severe physical or mental impairment that seriously limits three or more functional capacity areas (mobility, motor skills, interpersonal skills, communication, work tolerance, work skills, self-care and self-direction) in terms of an employment outcome; and, whose successful vocational rehabilitation can be expected to require the provision of two or more core vocational rehabilitation services for at least five months.
8. **Integrated Service Setting:** A setting typically found in the community in which the individual with a disability interacts with persons, other than service provider(s), who do not have disabilities.
9. **Integrated Work Setting:** An employment setting typically found in the community in which the individual with a disability interacts with other

employees within the particular work unit and the entire work site and, as appropriate to the work performed, other persons (e.g. customers and vendors) who do not have disabilities (not including supervisory personnel or service provider(s)), for the purposes of performing his or her job duties, to the same extent as persons who do not have disabilities in comparable positions; and presents opportunities for advancements that are similar to those for other employees who are not individuals with disabilities and who have similar positions.

10. **Individualized Plan for Employment (IPE):** A written document prepared jointly between the individual and his/her DVR counselor that outlines services and expected outcomes. To be eligible for services under this Agreement, an IPE must identify Supported Employment as the methodology for service provision.
11. **Individual Placement and Support (IPS):** Individual Placement and Support (IPS) is a model of supported employment for people with serious mental illness (e.g., schizophrenia spectrum disorder, bipolar, depression). IPS supported employment helps people living with behavioral health conditions work at regular jobs of their choosing. Although variations of supported employment exist, IPS refers to the evidence-based practice of supported employment. Mainstream education and technical training are included as ways to advance career paths. IPS is based on 8 principles.

Characteristics of IPS Supported Employment:

- It is an evidence-based practice
- Practitioners focus on each person's strengths
- Work promotes recovery and wellness
- Practitioners work in collaboration with state vocational rehabilitation counselors
- IPS uses a multidisciplinary team approach
- Services are individualized and last as long as the person needs and wants them
- The IPS approach changes the way mental health services are delivered

Practice Principles of IPS Supported Employment

- **Focus on Competitive Employment:** Agencies providing IPS services are committed to competitive employment as an attainable goal for people with behavioral health conditions seeking employment. Mainstream education and specialized training may enhance career paths.
- **Eligibility Based on individual Choice:** People are not excluded on the basis of readiness, diagnoses, symptoms, substance use

history, psychiatric hospitalizations, homelessness, level of disability, or legal system involvement.

- **Integration of Rehabilitation and Mental Health Services:** IPS programs are closely integrated with mental health treatment teams.
- **Attention to Worker Preferences:** Services are based on each person's preferences and choices, rather than providers' judgments.
- **Personalized Benefits Counseling:** Employment specialists help people obtain personalized, understandable, and accurate information about their Social Security, Medicaid, and other government entitlements.
- **Rapid Job Search:** IPS programs use a rapid job search approach to help job seekers obtain jobs directly, rather than providing lengthy pre-employment assessment, training, and counseling. If further education is part of their plan, IPS specialists assist in these activities as needed.
- **Systematic Job Development:** Employment specialists systematically visit employers, who are selected based on job seeker preferences, to learn about their business needs and hiring preferences.
- **Time-Unlimited and Individualized Support:** Job supports are individualized and continue for as long as each worker wants and needs the support.

12. IPS Fidelity: A 25-item fidelity scale assures service providers adhere to the IPS program model and helps identify opportunities to improve quality.

13. Job Coaching: Training provided by an individual, other than the employer (unless under a program of natural supports in a supported employment placement), to an eligible individual after he/she has been placed in a paid employment situation. Job coaching services include job skill training at the work site, work site orientation, monitoring of the individual at the job site to assess employment stability and coordination or provision of specific services at or away from the work site to maintain employment stability.

14. Job Placement: The event that occurs when the individual has secured employment in alignment with employment goal on IPE.

15. Job Placement and Follow Along Plan: Reflects joint planning of individual and vendor that includes the following elements: 1) Employment goal (as stated on IPE), 2) Description of how job seeking skills training and other activities will be implemented, 3) Target wage and amount of hours desired per week, resources, employment barriers, and strategies to address barriers, 4) Identified work accommodations that may be necessary, 5) Indication that resources have been provided for any SSI/SSDI considerations that may impact

benefits such as income thresholds, 6) Disclosure of disability, 7) Agreed-upon standard for regular contact , and identified plan for contacting employers and developing employment and 8) frequency and method of extended services.

16. **Job Development & Preparation:** Includes services for the individual to prepare for, engage in, and securing of employment in a competitive integrated setting that is consistent with the identified employment goal on IPE. The following activities occur in Job Development & Preparation: 1) Training individuals on how to conduct job searches, complete applications, identify and list references, target potential employers, and interview effectively. 2) Teaching individuals how to create a basic résumé and cover letter. 3) Contacting employers directly (and confirming with the individual) to obtain information about possible competitive job openings and to develop employer relationships, 4) Conducting on-site analysis and providing assistance to employers in identifying accommodations for individuals, and/or addressing any barriers that may affect employment, 5) Networking with other community agencies to increase contact and employment possibilities, and 6) Coordinating with DVR Counselor to complete a 90-day job search review if job placement has not occurred and adjust the Job Placement Plan if necessary. 7) Supporting individuals with Navigating DVR Supported Employment Paperwork and processes.
17. **Job Shadowing:** Assessment (up to eight hours) is provided at worksites in the community and can be used for work experiences, job shadowing, and supplemental evaluations.
18. **Job Site Evaluation:** A limited situational assessment (up to three hours) which consists of observing an individual with a disability on a specific job to determine if the job and or work setting is appropriate for the individual and/or to determine accommodations that may be needed.
19. **Job Stability:** The individual, DVR Counselor, employer, and support team agree that the employment is stable and satisfactory. When an employed individual is reasonably expected to continue to perform all job duties acceptably, without the provision of further vocational rehabilitation services, and therefore transitioned to Extended Services. The timeline for an individual to achieve stability is individualized and based on an individual having individualized support to meet their needs in their unique employment setting.
20. **Ongoing Support Services:** Supported employment services that are needed to support and maintain an individual with a most significant disability, including a youth with a most significant disability in supported employment; are identified based on the individual's need as specified in the IPE; are furnished by DVR unit from the time of job placement until transition to extended services, unless post-employment services are provided following transition;

include an assessment of employment stability and provision of specific services or the coordination of services at or away from the worksite that are needed to maintain stability.

21. **Personal Adjustment Training:** Training provided to help eligible individuals develop compensatory skills and/or to adjust behavior in the areas of independent living, communications, homemaking, personal mobility and ability to travel in the community, and personal functioning.
22. **Rural:** Offeror's closest business location (starting location of travel) is beyond thirty (30) miles (one way) from individual.
23. **Supported Employment:** Ongoing support services, including customized employment, and other appropriate services needed to support and maintain an individual with a most significant disability, including a youth with a most significant disability, in supported employment that are: 1. Organized and made available to assist an individual achieve competitive integrated employment; 2. Based on a determination of the needs of an individual, as specified in an IPE; 3. Provided by DVR for a period of time not to exceed 24 months, unless under special circumstances the individual and the rehabilitation counselor jointly agree to extend the time to achieve the employment outcome identified in the IPE.
24. **Urban/Suburban:** Includes the following seven (7) Denver Metro counties: Adams, Arapahoe, Broomfield, Boulder, Denver, Douglas, and Jefferson. Additionally, if your organization is located outside of the aforementioned seven (7) county Denver Metro area throughout the state, any individual within thirty (30) miles (one-way) from the nearest provider location will also be considered Urban/Suburban.
25. **Vendor:** A provider to whom DVR can pay for a particular good or service.

III. SCOPE OF WORK

In cooperation with DVR and BHA, Offeror(s) will participate in monitoring activities and allow DVR to audit and inspect individual records as necessary. Offeror(s) will comply with any recommendations for improvement which are identified by the monitoring and review team, which may be composed of individuals from DVR, BHA, and other subject matter experts. If an Offeror is a member of the Individual Placement & Support (IPS) Learning Community, then the IPS Fidelity Review report may be considered the site review. It is CDLE's preference for Offerors to utilize and effectively implement Evidence-Based Practice Model, Best Practice Model or Promising Practice Models for Supported Employment for individuals with significant and persistent mental illness, and Offerors should specify which Supported Employment model they utilize in their response to this solicitation.

Offeror(s) agrees to maintain programmatic and fiscal records on site for a period of four (4) state fiscal years plus the current year, and to provide all supporting documentation to DVR, when requested, at least annually. These records should include, but not be limited to, Job Placement and Support Plan monthly progress reports, Notice of Employment report, Job Stability for Supported Employment report, Closed Rehabilitated report.

1. State's Responsibilities

- CDLE personnel main points of contact will be established after award and will include:
 - Program Operations and Management contact
 - Provides technical support, facilitates quarterly Mental Health Consortium meetings, provides training as requested in the event needs are not being met by local district team, works towards positive collaborations at local levels between DVR and awarded Offerors, liaison to BHA, and member of IPS Learning Community.
 - Invoicing & Payments contact
- Review, approve, and pay valid invoices for work performed within the invoice payment terms outlined in this solicitation.
- Provide technical support as needed and/or requested by awarded Offerors. This could include education & training on the billing process, reporting requirements, quality improvement reviews, etc.

2. Vendor Responsibilities

- All Offeror personnel must meet the following provider qualifications. These qualifications are as follows:
 - Contractor Personnel shall include a Job Placement Service Provider for Supported Employment
 - CARF accreditation in the area of Community Employment Services; or RSAS accreditation
 - OR -
 - An individual performing the job coaching possesses one or more of the following: Bachelor's degree or higher in Rehabilitation Services, Rehabilitation Counseling, special education, or a closely-related field.
 - One year or more of full-time work experience providing satisfactory job coaching services.
 - Nationally recognized supported employment training certificate or certification. An example is the Association of Community Rehabilitation Educators (ACRE) certification.

****DVR highly recommends a nationally recognized supported employment training certification for all Employment Specialists. An example is the Association of Community Rehabilitation Educators (ACRE) certification.**

- All Offeror personnel must adhere to the Vendor Code of Ethics, also located at: dvr.colorado.gov/providers
- Awarded Offerors will be expected to work collaboratively with local DVR district offices toward shared outcomes for individuals.
- Attendance at quarterly Mental Health Consortium meetings.
- Reporting - Offerors will be required to submit reports to CDLE containing the following information:
 - Monthly billing statement and progress reports for individuals served.
 - Provide projections reports - provide information regarding contract expenditures, individuals served, and closed successfully to assist in completion of projection reports
- End of the contract year data for the following:
 - Total number of individuals served and closed successfully.
 - Total number of individuals in Pre-Stability Employment and Employed status.
 - Complete and accurate billing spreadsheet
 - Periodic completion of program performance surveys.

3. Compensation & Invoicing

CDLE will reimburse awarded Offeror(s) for the eligible cost of services provided by the Offeror no later than forty-five (45) days after CDLE's receipt of an acceptable invoice. Offeror shall have adequate procedures and controls to ensure there is no duplicate billing under the award document. It is further understood and agreed that Offeror may not receive duplicate payments from any source for the same service. If a duplicate payment for services is made by the State, either by DVR or any other State agency, or by a federal agency; Offeror shall refund the payments.

Detailed Invoicing and Payment Procedures:

- Offeror shall provide a detailed billing statement (Required in Microsoft Excel format) and monthly progress reports (Required in Adobe PDF format) for each individual CDLE is being billed to the local district DVR office by the 15th of the month after services were provided. Monthly reports shall be provided to CDLE for individuals while in Extended Services prior to DVR Successful Closure. DVR shall not be billed while an individual is in Extended Services. Upon completion of review by the local district DVR team, documents will then be submitted to DVR administration for final review by the last working day of the month after services were provided. The State will review to confirm the accuracy of information reported and return any invoices that need to be adjusted for resubmittal. Note that June billing will be due early, as this is the end of the fiscal year. End of Year due dates for billing spreadsheets and progress reports

to DVR administration will be provided by the DVR Supported Employment Program Manager annually.

- If the local district DVR office requires corrections to the detailed billing statement and/or monthly progress reports, those corrections shall be made and revised documents are to be provided to DVR within five (5) business days.
- Once the detailed billing statement is finalized, an invoice can be sent to DVR for payment.
- Invoices shall contain detailed billing information that includes, but is not limited to, all of the following:
 - Contract number (provided to awarded Offerors)
 - List the dates/month services were provided, and total invoice amount c. Current Remittance address

The following guidance has been developed to assist Offerors in identifying the number of individuals who could realistically receive services under the Program, as well as identifying the cost of providing services to these individuals.

IV. NUMBERS SERVED

1. Number of DVR-eligible individuals your organization will serve under this Program from 7/1/2027 to 6/30/2028.
2. Projected number of DVR-eligible individuals served by your organization who will achieve successful closure resulting in a DVR service record closure (with transfer to extended support services) from 7/1/2027 to 6/30/2028.

Program data shows that agencies providing services under this Program typically serve five (5) individuals for every one (1) who achieves successful closure, or 20%. This ratio cannot exceed 5 to 1 (i.e. 6 to 1).

IV. BUDGET

The payment system indicated in the table below allows for a range of payments for individual individuals, based on their individualized path of services toward employment. For example, an individual who drops out after one month in 'Eligible' status may result in a billable amount of only \$300 for the contract year. On the other hand, an individual who receives 11 months of services and achieves successful closure may result in a billable amount of up to \$6,575 for the contract year. These examples are atypical and are intended to demonstrate both the lower and the upper ends of service reimbursement payments. It will be important for organizations to strive to keep a balance of Eligible, Service, and Employed status individuals each month.

Recent program data suggests that the annual average payment for providing supported employment services under this Program equates to an approximate annual average of \$1,525 per individual in an Urban/Suburban area.

For individuals in Rural areas, that payment average is \$1825. Therefore, it is suggested that organizations calculate their budgets by multiplying the number of individuals they plan to serve by using the following guidelines:

1. Urban/Suburban

- \$1,525 per individual for urban and suburban areas including individuals within any of the (7) seven county Denver Metro area (counties Adams, Arapahoe, Broomfield, Boulder, Denver, Douglas, and Jefferson).
- If your organization is located outside of the (7) seven county Denver Metro area throughout the state, any individual within 30 miles (one-way) from the nearest provider location will also be considered Urban/Suburban to that community.

2. Rural

- \$1825 per individual for rural areas when the Offeror's closest business location (starting location of travel) is beyond 30 miles (one way) from the individual.

While there may be some variation from this in your submitted total, costs significantly higher or lower than this may not be considered for funding due to the overall budget amount available for this Program.

Reimbursement Process - The services listed in the following table cannot be outsourced to a third party provider. Offerors may partner with third parties to provide additional services outside of the following Reimbursement Table, but those additional services shall not be billed to CDLE.

FEE TABLE

<i>Activities/Services</i>	<i>DVR individual Status</i>	<i>Fee</i>	<i>Requirements</i>
V. Gather medical, educational, work history,	Application: Eligibility Pending	\$300 per month (Urban/Suburban) or \$330 per month (Rural)	Used when an individual is interested in applying for DVR services and completing the application process. The information gathered is to assist DVR in processing the application and determining

VI. and clinical records Assist with DVR intake forms VII. Initial Career Profile Development VIII. Benefits & Work Incentive Consultation		(maximum of 2 months per individual)	eligibility. To receive this fee, Contractor must provide substantial services to individual and complete an Application status monthly progress report. Specific documents & information to be submitted to DVR: Medical, educational, work history and clinical records (as necessary & appropriate), Authorization to Release Information, Career Profile, Mental Health Report that addresses the following functional limitations: self-direction, self-care, work tolerance, work skills, interpersonal skills, communication skills, mobility, and motor skills.
Career Exploration 4. Job Site Evaluation 5. Job Shadows 6. Career Profile Updates 7. Vocational Assessment	Eligible: In Assessment or Waitlist	\$300 per month (Urban/Suburban) or \$330 per month(Rural) per month (maximum of 3 months per individual)	To receive this fee, Contractor must provide an Eligible Status Progress Report demonstrating that Contractor substantially provided one or more of the preceding Employment Services to an individual while the individual is in Eligible Status.
1) Job Preparation and Development 2) Personal Adjustment Training	Service: In Progress	\$400 (Urban/Suburban Individuals) \$440 (Rural Individuals) per month	To receive this fee, Contractor must provide a Service Monthly Progress Report demonstrating that Contractor substantially provided one or more of the preceding Employment Services to an individual while the individual is in Service Status.
Individual achieves Job Placement and all of the following criteria are met	Service: Pre-Stability Employment	Job Placement \$750(Urban/Suburban) \$800 (Rural)	Contractor may bill DVR a one-time flat fee per individual once (a) Contractor delivers a Notice of Employment Report to DVR demonstrating Job Placement of the individual; (b) the individual has worked at least five full shifts or three

		Flat Fee (one-time full payment, payment paid after all criteria are met)	weeks on the job at the job site performing their actual job duties (whichever occurs first), not including orientation time; (c) DVR verifies with the individual and/or the individual's employer that the employment is expected to continue; and (d) DVR concludes, after reviewing Contractor's monthly progress reports and/or communicating with the individual or the individual's employer, that Contractor was actively involved in Job Placement activities with the individual.
Supplemental Job Placement	Service: Pre-Stability Employment	\$400 (Urban/Suburban) \$325 (Rural) Flat Fee (one-time Supplemental Payment paid after all criteria are met)	Loss of Employment Prior to Closure: If the individual loses the job before successful closure for reasons unrelated to the appropriateness of the initial placement; Supplemental Job Placement Payment is available once per individual. Notice of Employment Report to DVR demonstrating Job Placement of the individual; (b) the individual has worked at least five full shifts or three weeks on the job at the job site performing their actual job duties (whichever occurs first), not including orientation time; (c) DVR verifies with the individual and/or the individual's employer that the employment is expected to continue; and (d) DVR concludes, after reviewing Contractor's monthly progress reports and/or communicating with the individual or the individual's employer, that Contractor was actively involved in Job Placement activities with the individual.

Job Coaching with Personal Adjustment Training	Service: Pre-Stability Employment	\$400 (Urban/Suburban individuals) \$440 (Rural individuals) per month ** See below for maximum monthly billing guidance	To receive this fee, Contractor must provide a Pre-Stability Employment Monthly Progress Report demonstrating that Contractor substantially provided one or more of the preceding Employment Services to an individual while the individual is in Pre-Stability Employment Status.
Individual achieves Job Stability, 90 days of Extended Services provided	Employed: Service	\$1000 (Urban/Suburban) \$1250 (Rural) One-time flat fee	Contractor may bill DVR a one-time flat fee per individual once (a) Contractor delivers a Job Stability Report for Supported Employment to DVR demonstrating Job Stability by the individual; and (b) DVR concludes, after reviewing Contractor's monthly reports, that Contractor agrees to provide a minimum of 90 days of Extended Services to the individual. Monthly progress reports are to be submitted to DVR during the 90 days of extended services
Individual qualifies for Closed: Employment Outcome Achieved Status	Closed: Employment Outcome Achieved	\$500 (Urban/Suburban) \$625 (Rural) One-time flat fee paid in the month the DVR service record is closed successful/rehabilitated	Contractor may bill DVR a one-time flat fee per individual once (a) Contractor delivers and DVR accepts a Closed: Employment Outcome Achieved Report demonstrating that individual has achieved Closed: Employment Outcome Achieved and (b) DVR agrees that the individual's case qualifies for Closed: Employment Outcome Achieved. The contractor must continue to provide Extended Services as needed by the individual.

**A minimum of 2 contacts with the person served per month is required for services to be billable. DVR counselors may approve services to be billable if 1 contact is provided but shown to be extensive and sufficient for billable services.

Attachment C, Proposal Response Requirements

(submit with response)

The following questions/documents **shall** be submitted to DVR by Offeror(s) to be considered responsive under this RFP:

1. Please submit a letter of commitment from the director or designee of the local mental health center or other qualified provider who will be responsible for Extended Services in the areas in which services will be provided. This letter should give a brief description of your organization's ability to provide Extended Services per WIOA regulations.
2. Describe your organization.
3. Are you a medicaid provider?
4. Explain the nature of your business, the services you typically provide, who your primary Individuals are, and how long you have been in operation. Also provide any certifications held by your organization as required by law, if applicable. Provide any additional information you feel DVR may benefit from knowing about your organization.
5. Describe your plan to provide services to your individual base as of July 1st, 2027.
6. How do you propose to align your staff with the number of individuals you propose to serve under this solicitation?
7. Describe how individuals will receive services and continued engagement with your organization in the event of staff turnovers, leaves of absences, etc. to ensure there are minimal disruptions. Does your organization have a contingency plan for these situations?
8. Please describe your organization's contingency plan for the question above.
9. Using the DVR Provider Standards <https://dvr.colorado.gov/providers> located in the most recent Fee Schedule, Appendix A, Provider Standards, identify for each of the services listed below whether or not your agency/business meets the qualification standards to provide the service:
 - Career Exploration (to include job shadows; job site evaluation; vocational assessments; and other services as needed); Job Development & Preparation; Job Placement; Personal Adjustment Training; Job Coaching
10. Do you have staff who are experienced in providing the types of services listed in the question above? If not, how will your staff be trained to provide Supported Employment services?
11. Does your Supported Employment program consist of staff that meet the minimum qualifications (education and other) outlined in the DVR Provider Standards within the DVR Fee Schedule?
12. Describe your business plan for employee retention.
13. Give a brief summary of your business plan to provide Extended Services to individuals while the DVR case is still open, and after it is

ATTACHMENT C

Closed-Rehabilitated.

14. Describe your most successful employment outcomes (up to three) for individuals with mental illness through a best practice Supported Employment model, including but not limited to, the Individual Placement & Support (IPS) Supported Employment during the last twelve (12) month period. Mental Health Supported Employment Providers shall not include names or identifiable information. Limit your response to this question to one page. Include information about accommodations and work support.
15. What is the total number of individuals who receive the kinds of services listed above through your organization, annually?
16. Which local DVR offices are within the areas you will be servicing, and how will you work with the local DVR staff to provide these services to DVR Eligible individuals?
17. Describe your plan to manage an award from CDLE under this RFP in terms of meeting expectations of individuals served, individuals achieving job stability, providing Extended Services, individuals closed successfully, and spending the amount allocated to your organization.
18. Describe how your organization approaches disclosure of an individual's disability, accommodations needs, and limitations to an employer.
19. Describe how your organization utilizes an integrated treatment team model to help inform Supported Employment service delivery for eligible Individuals with the most significant mental illness (team could include, but not be limited to, DVR Counselor, Mental Health Therapist/Clinician, Case Manager, Psychiatrist, Employment Specialist, Employer, etc.).
20. Please list all services provided through your organization, and list all partners you engage with to provide services.

The signature below constitutes assurance that the information provided in the Application for Mental Health Supported Employment Program, accurately represents the Mental Health Supported Employment Provider's plans, activities and projected goals and, along with the approved budget, will be incorporated by reference in the Contract with the Department of Labor and Employment.

- Company: _____
- Name: _____
- Title: _____
- Signature: _____

Attachment D, Sample Contract

See Separate Document - Titled Attachment D - Sample Contract - in Word Format

Attachment E, Contract Certification Form

(Submit with Response)

I, on behalf of the Respondent identified below, hereby certify I have read a copy of the sample contract attached to the RFP and understand the terms and provisions contained in that contract. I further hereby certify it is the Respondent's intent to comply with each and every term and provision contained in the sample contract and propose no modifications to the sample contract except as follows:

3) _____

4) _____

5) _____

I understand the modification(s) stated above, if any, are offered for discussion purposes only and the State of Colorado reserves the right to accept, reject, or future negotiate any and all proposed modifications to the sample contract. I further understand a redlined version of the sample contract should be included in the proposal response should any modifications be desired.

Company Legal Name: _____

Authorized Signature: _____

Signatory's Full Name: _____

Signatory's Title: _____

Date of Signature: _____

Attachment F, Work Outside Colorado and the United States

Vendor/Contractor Legal Name

Vendor/Contractor Signature

Date

Printed Name of Signer

Title

Vendor/Contractor Disclosure Statement
Contract Performance Outside the United States or Colorado
Colorado Revised Statute 24-102-206

To the extent the vendor and/or contractor has not disclosed the following information in the Statement of Work, this form shall be completed and returned to the contracting agency prior to the performance of work. This applies to all state contracts (including purchase orders) and solicitations for services executed after August 3, 2007.

1. Are any services under the contract or any subcontracts anticipated to be performed outside the United States or the State of Colorado? (circle one)
Yes No

If "Yes" please complete the following two questions:

2. Where will the services be performed under the contract, including any subcontracts? (List country(ies) and/or state(s).
3. Explain why it is necessary or advantageous to go outside the United States or the State of Colorado to perform the contract or any subcontracts. Attach additional pages if necessary.

In part, C.R.S. 24-102-206 states:

4. Prior to contracting or as a requirement for the solicitation of any contract from the state for services, as appropriate, any prospective vendor shall disclose in a statement of work where services will be performed under the

contract, including any subcontracts, and whether any services under the contract or any subcontracts are anticipated to be performed outside the United States or the state. If the prospective vendor anticipates services under the contract or any subcontracts will be performed outside the United States or the state, the vendor shall provide in its statement of work a provision setting forth why it is necessary or advantageous to go outside the United States or the state to perform the contract or any subcontracts.

At the conclusion of Contractor performance, Contractor will be required to submit actual figures detailing the extent to which services, including those of subcontractors, were performed outside the State of Colorado and/or the United States.

The remainder of this page is intentionally left blank.

Attachment G, Conflict of Interest Disclosure

Respondents should state whether there are, or potentially could be, actual or perceived organizational or other conflicts of interest with the State of Colorado, CDLE, or CDLE employees with regard to: this RFP, Respondent's submission to this RFP, Respondent's staff, or Respondent's proposed subcontractors. Attach additional pages if necessary.

Procurement and Contract Services Unit reserves the right to make a non-responsive determination on a Respondent's quotation or cancel the award of a successful Respondent's quotation if there is a conflict and/or a perceived conflict disclosed from any other source.

Is your company registered with the Colorado Secretary of State (circle one):

Yes

No

If "Yes" Provide a copy of the respective Certificate of Good Standing.

Attachment H, Confidentiality Request

Respondent should describe here what elements of its proposal, if any, it considers confidential/proprietary. Any element of its proposal not listed here and/or co-mingled with the proposal documents as a whole will not be considered confidential/proprietary.

- Quotation Element:
 - Justification for Confidentiality Request:

- Quotation Element:
 - Justification for Confidentiality Request:

- Quotation Element:
 - Justification for Confidentiality Request:

- Quotation Element:
 - Justification for Confidentiality Request:

Attachment I, Minority and Women-Owned Businesses (M/WBEs)

(Submit with response)

Parent Company Name:

RFP Title:

RFP Number:

Please check all the boxes that apply.

In an effort to track levels of participation by women and minorities doing business with the State of Colorado, the following information is requested. Please indicate the appropriate category of ownership for your company. "Owned" in this context means a business that is at least 51 percent owned by an individual(s) who also control(s) and operate(s) it. "Control" in this context means exercising the power to make policy decisions. "Operate" means actively involved in the day-to-day management. If your business is jointly owned by both men and women or is a large publicly held corporation, please check the box labeled "Not Applicable."

Gender Information:

- ☐ Female Owned
- ☐ Male Owned
- ☐ Not Applicable

Owner Ethnicity Information:

- ☐ African American
- ☐ Asian/Pacific American
- ☐ Hispanic American
- ☐ Native American
- ☐ White (non-Hispanic)
- ☐ Not Applicable
- ☐ Other:

Small Business Information:

A small business is defined as: a business organized for profit, is independently owned and operated, and has 25 or fewer full time equivalent employees. Are you a small business?

- ☐ Yes
- ☐ No

Attachment J, Vendor Accessibility Guidelines and Checklist

(Submit with response)

This checklist will be referred to before purchasing digital products and services.

Respondent shall indicate whether the goods and/or services proposed to be provided fully conform with the accessibility guidelines of Section 508 and/or the Web Content Accessibility Guidelines (“WCAG”) 2.1 level A and AA guidelines published by the World Wide Web Consortium (“W3C”).

Conform to WCAG 2.1 A and AA?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Conform to Section 508?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Respondents shall provide a policy, commitment, or mission statement regarding electronic accessibility.

Respondents shall describe accessibility conformance testing procedures (if applicable).

Respondents shall provide direct contact information (phone and email) for the individual in the company who can address questions about the Accessibility of good(s)/service(s).

Respondents shall outline how they keep abreast of changing legal requirements and accessibility best practices.

If Respondent indicates goods and/or services are not fully accessible, Respondent shall provide a roadmap on how they plan to make goods and/or services fully compliant.

Attachment K, Proposal Checklist

Respondents should ensure all documentation requested is provided with the RFP submission prior to the RFP submission deadline. Respondents may use this checklist as a guide.

Required Documents:

- Attachment A, Signature Page
- Attachment C, Proposal Response Requirements
- Attachment E, Contract Certification Form
- Parent Company W-9
- Attachment I, M/WBE Self Certification
- Attachment J, Vendor Accessibility Guide and Checklist

Submit if applicable:

- Proposal Contract Changes
- SDVOSB Certification
- Attachment F, Work Outside State/US Form
- Attachment G, Conflict of Interest Disclosure
- Attachment H, Confidentiality Request
- Colorado Secretary of State Certificate of Good Standing