**RFP 26-85961 Vocational Rehabilitation Business Network**

**TECHNICAL PROPOSAL**

**ATTACHMENT F**

**Instructions: Please supply all requested information in the areas shaded yellow and indicate any attachments that have been included to support your responses.**

* + 1. **General Requirements and Definitions**
       1. Please list any additional terms and definitions used by your company or industry that you would like the State to consider incorporating in the contract. The State will not accept terms and definitions introduced after award during contract finalization and implementation.

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* + - 1. Please confirm you have carefully reviewed all requirements listed in RFP Section 1.4. Should your company have any exceptions, substitutions, or conditions for the State’s consideration, please list them below. The State will not accept exceptions, substitutions, or conditions introduced after award, during contract finalization and implementation.

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* + - 1. Review the State’s [Information Security Framework](https://www.in.gov/iot/iot-vendor-engagement/) at <https://www.in.gov/iot/iot-vendor-engagement/> and either confirm that your company conforms to the policy or provide explanation to the areas for which your company does not conform. Please be advised that Respondents will be required to sign a Non-Disclosure Agreement (NDA) to access the IOT Information Security Framework.

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**Respondents must respond to the pass/fail question below**

1. The respondent has demonstrated that:

a. it is a state or local public entity; and

b. if awarded, will provide the required non-federal match; and

c. the non-federal match is a non-federal fund source and is not used as match for any other fund sources outside of this project; and

d. using the match calculator to validate the appropriate match calculation, respondent has included the amount of match to be provided, to correspond with the required match for the contract budget requested in the cost proposal for a 2-year contract. Please note the cost proposal must include only the VR federal portion of funds for the total bid amount/contract value. The cost proposal must not include the contractor match. The following outline is suggested for responding to item I.d.

*VR federal funds (cost proposal Total Bid Amount) =*

*Respondent non-federal match =*

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**Respondents must respond to questions 1-6 below:**

1. ***Staffing and Expertise:***
2. Provide the name of key project staff and their related experience, identifying the respondent’s liaison or lead point of contact with the Bureau of Rehabilitation Services (BRS).
3. How will the respondent staff the project to ensure adequate capacity for meeting project expectations?
4. Describe the respondent’s experience with projects of a similar scope, including any relevant knowledge or experience with projects as they relate to recruitment and hiring of qualified candidates with disabilities.

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1. ***Business Network:***
2. Describe existing business network, including the number and types of businesses, and respondent’s relationship with the network.
3. Describe respondents approach to leveraging or building a VR business network from current business network/business relationships.

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1. ***Connecting VR requests with appropriate business network partners***
2. Describe proposed process for receiving requests from VR for connection to business network for the activities described in the scope of work: hosting individuals for activities such as job shadows and business site tours; sharing industry expertise by providing informational interviews or resume review; providing work based learning opportunities such as pre-apprenticeships, apprenticeships, internships, or other work experiences; and connecting job seekers to hiring opportunities
3. Provide an overview of any additional proposed strategies such as reverse job fairs, hiring events, or other strategies to connect VR job seekers with business hiring needs.

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1. ***Capacity:***
2. Describe current capacity to fulfill the scope of work in the proposed geographic area and ability to meet expectations and deliverables as outlined in the scope of work.
3. Outline expected timelines for ramping up project to meet expectations and deliverables during the first year of the project.

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1. ***Career Pathway Tools***
2. What are the respondents plans for developing career path tools or resources, designed to assist VR staff, participants, and providers in helping point VR job seekers to relevant local, in-demand industries and career paths. Include proposed timelines for completion of draft and final materials.
3. How will respondent ensure tools are easy to use and understand and accessible to all relevant audiences?
4. Are there other innovative strategies the respondent plans to implement to carry out the scope of work?

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1. ***Implementation:***
2. Demonstrate readiness to begin carrying out the scope of work by October 1, 2026. Include a proposed timeline of activities to support timely implementation, and to support achievement of year 1 expectations on building a VR business network and fulfilling requests for connecting VR participants with career exploration and employment opportunities.
3. How will the respondent ensure quarterly reports provide accurate and comprehensive data on progress and outcomes? Are there additional or alternative reporting metrics the respondent would like to recommend?

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