

Pre-Employment Transition Services (Pre-ETS) Solicitation # 80023

	Provider Questions / Comments	State Response
1	Is an attestation letter assuring access to 50 students needed from EACH school served to satisfy the 50 student requirement or just from one school?	One school could satisfy the requirement.
2	What if there's a small school, having less than 50% of students with disabilities receiving Pre-ETS but not having enough students with disabilities to constitute 50 students?	Please reference Solicitation #34570-80023 Section 1.1 Respondent Eligibility for eligibility criteria and Section 6.1 Response Evaluation.
3	I see the minimum number to serve in a month is now 50. I served 50 and was limited by the grant amount and some students were in inclusion classes during our meeting times. Does this restriction mean that I will not be able to apply this year?	Please reference Solicitation #34570-80023 Section 1.1 Respondent Eligibility for eligibility criteria and Section 6.1 Response Evaluation.
4	Are all current vendors required to obtain new letters of support?	Yes
5	Please clarify numbers of students served within 2021-2022 contract period. Advised of limited funding an was unable to service all schools assigned to us. Can we include those schools in our calculations?	No. Please reference Solicitation #34570-80023 Section 6.1 Response Evaluation.
6	Giving the timetable for submission, some school personnel are not available until schools starts, will state allow for extensions for some verification documents?	All requested information should be submitted to the State by the Response Deadline specified in solicitation #34570-80023 Section 3 Procurement Schedule.
7	Please provide further clarification business relationships .	Business relationships are the connections that exist between entities that engage in commerce. For example, you may contract with a CPA for accounting or tax work, a janitorial company to clean office space, or a ground maintenance company to trim shrubs and maintain property.
8	In section C.3, the amount is listed as "\$65 per participant per month" and refers back to section A.5 for "a minimum of 2 instructional units per participant per month...not to exceed 160 instructional units per year." Does this mean that a long as we see a student for 2 units minimum per month, we are able to bill the full \$65 per month for that student, or is \$65 per month per student a maximum amount based on units of service provided, or something else?	A minimum of 2 instructional units must be completed with the Participant during the month to receive compensation in the amount of \$65.
9	Is there a separate payment for the Capstone services outside of the \$65/month per participant, and if so, how much?	No
10	Will any of the Pre-ETS forms or reports change?	Monthly Program Reports and invoice formats are subject to change at any time. The program will try its best to provide as much advance notice as possible.
11	Will there be a formal training on the new Pre-ETS contract, and if so, when?	The Vocational Rehabilitation Program's Contract Unit intends to review contract requirements and required forms with awardees.
12	Will it be possible to provide Pre-ETS services to private schools?	Pre-ETS may be provided to individuals who meet the definition of a student with a disability according to 34 CFR 361.5(c)(51)
13	On Formstack, when selecting the areas where services will be provided, does checking the box for a Grand Division such as West Tennessee indicate that we may have to serve every county in the entire Grand Division?	Yes
14	On Formstack, when listing the names and locations of schools, do we include any home school students? (They are there under special circumstances.)	Yes
15	On Formstack, the staff roster linked is directly from the CRP guide and does not mention Pre-Employment Transition Services anywhere. Do we do something with this document, or was the wrong one linked?	The staff roster located on the VR website is provided as a sample.
16	Will the staff roster document be a list of staff capable of providing Pre-ETS services when needed, or only staff that are dedicated to providing Pre-ETS services?	The staff roster should list the staff that will be responsible for providing instruction in Pre-ETS to Participants.
17	For Attachment A section A.13, for the minimum number of students, do you just want a table of how many students were served each month between Oct 1 2021 – Apr 30 2022?	A.13 requires the submission of a list, for the month with the highest number of provided services, which clearly and accurately details all of the following information: <ul style="list-style-type: none"> Name of the Pre-ETS Participants; Specific services and/or activities provided to each Pre-ETS Participant Name and location of the school where each Participant is registered; Pre-ETS Case ID number; and Calendar Month in which services were provided.
18	For Attachment A section A.13, for the highest number of provided services, will a copy of the Service Details sheet from a previous Pre-ETS monthly invoice / program report suffice?	Yes
19	When uploading Attachment A to Formstack, do we simply include all other attachments (letters of support in A.12, list of students in A.13, etc.) in a single PDF document?	There is a separate upload for each document. For example, there is a separate upload for Solicitation Attachments, letters of support, and staff roster.
20	In section E.2 of the Pro Forma contract, will the monthly report of participation for be required? Or is this only for diversity business enterprises, or only reported upon request by the state?	This is reported upon request by the state, as applicable.
21	In Section 1.3, it is stated that respondents must be able to maintain its number of Pre-ETS participants range throughout the entire Term of the Contract. Is any allowance or exceptions made for summer months, the first month of school when permission slips are returned, December (Christmas break), Fall/Spring Break, months involving end-of-year testing, or other times when students may be unavailable?	Per Solicitation #34570-80023 Section 1.3, the State reserves the right to decrease the number of Pre-ETS participants with an amendment if the Contractor cannot maintain its range of Pre-ETS participants.
22	I see the monthly rate is \$65 per month per student - will there still be a per unit rate?	Please see response to question #8
23	Can the reference letters from the LEA be from a teacher and does it have to be on the school letterhead?	Reference letters should be on school letterhead and provided by an LEA representative authorized to make such decisions.
24	Is this contract to be submitted via email or mail?	If awarded a contract, the contract document would be exchanged via email.
25	According to the 1.1 Respondent Eligibility respondents must demonstrate that it: implemented Pre-ETS in Tennessee for a minimum of fifty (50) students during at least one (1) calendar month between October 2021 and April 2022. If Respondent served less than fifty (50) students in a calendar month and currently provides services in an LEA where less than 50% of the students with disabilities population currently receives Pre-ETS, Respondent shall provide an attestation letter from the LEA, on letterhead, ensuring access to at least fifty (50) students within the first 6 months of the contact cycle to be considered eligible. 2. has at least one (1) year experience providing Pre-ETS in Tennessee; and, 3. is able to provide Pre-ETS in-person in Tennessee schools. Can we still be eligible without meeting these requirements?	No
27	According to A.5, Pre-ETS Units of Instruction Contractor shall provide a minimum of two (2) Instructional Units per Participant per month. Contractor shall not exceed one hundred sixty (160) Instructional Units per year, per Participant, without prior written approval of the State. What does an instructional unit equal in minutes?	Please reference Solicitation Attachment C Pro Forma Contract Section A.2.d
28	I just want to clarify our understanding on the pay scale in section 6.1. If we service 100 students at 2 instructional units per month for 6 months, Will the payment reach the maximum contract award ?	Contractors will be compensated in accordance with Solicitation Attachment C Pro Forma Contract Section C. Payment Terms and Conditions
29	On the Qualifications Evidence Guide: A.7 is missing the Signature Line. The directions say you can not add anything to the forms. What should I do?	Please provide a signature in the empty space next to Section A.7.
30	Section 4.3 - If we had a contract in previous years we would already be registered with Edison, correct?	Yes
31	Section A.19 - Will be need to submit attendance sheets each month for every class we are providing services in. We do have attendance sheets on file to review at anytime.	Attendance sheets may be required to support charges to the contract. Contractors are required to maintain this documentation for a period of time no less than what is specified in Solicitation Attachment C Pro Forma Contract Section D.11 Records.
32	Section A.20 - A.21) - This looks like we need to create official policy to have on file for this. Is this correct?	Yes
33	Section C-5) - Will the invoice submission be the same of we have done before? Will it be a form supplied to us by the state.	All required forms, and methods of submission, associated with Pre-ETS will be provided to the contractor by the contract's effective date.
34	Section D-21 - The provision does allow us to still hire retired teachers as instructors & it not affect their retirement correct?	Yes provided the teacher is not drawing benefits from TCRS while directly employed by the contractor and receiving compensation through the contract.
35	Section E-2 - When I go to the web site it wants me to certify as a Minority owned business. Does this have to be done? Not sure what I am supposed to do here.	Registration with the Governor's Office of Diversity Business Enterprise (GoDBE) is not required but encouraged.
36	Section C-3- Payment for services. Does this mean contractors are reimbursed at a rate of \$65 per student we provide services to no matter the amount of time we spent with the student as long as its at least 30 minutes per month?	Contractors shall be compensated \$65 per Participant per month for a minimum of two units of instruction in Pre-ETS.
37	Please clarify how the instructions units will be calculated on our monthly invoices going forward. Is the \$65 per participant based on one 15 minute or two? Are you saying that we can only conduct two units per month for each participant? The new payment methodology is not real clear. If our pervious maximum grant funding was based on less than 50, it's hard to demonstrate 50 served.	Please reference Solicitation Attachment C Pro Forma Contract Section A.2.d and A.5. Please refer to Solicitation #34570-80023 Section 1.1 Respondent Eligibility for eligibility requirements for less than 50 Participants.
38	Since it is the summer months and teachers are not in the schools and if we are unable to reach them - what other letters of support will suffice?	Please refer to Solicitation Attachment A - Qualifications Evidence Guide A.12.
39	Does the \$60 per month apply to one instructional unit or the minium required two units? Are you saying its a limit of \$60 per month per student or 160 units per month?	Please reference Solicitation Attachment C Pro Forma Contract Section A.2.d for minimum required units of instruction. Please reference Solicitation Attachment C Pro Forma Contract Section A.5 for maximum units of instruction.
40	Upon review of the insurance requirements and communication with our Insurance Agent the \$10,000,000 limit for Cyber Liability seems to be an extraordinary request. The typical policy contains limits of \$1,000,000 or less for this coverage. The availability of such limits along with the potential cost could greatly prohibit a successful bid. Is it possible for a \$1,000,000 cyber policy to be acceptable?	Contractors must comply with the terms and conditions of Solicitation Attachment C Pro Forma Contract.