

Request for Agreement Response Attachment A

This information is collected under the authority granted by 34 CFR § 361.38 for the purpose of facilitating vocational rehabilitation (VR) services. This form is required for any entity applying to enter into a DVR Service Agreement. Information collected may be used for administration of the VR program, coordination of services, and other purposes.

Agency Name	
Applicant Contact Information	
Name	Title
Email Address	Phone Number

Section 4.1

Applicant Qualifications/Expectations

1. Applicant and staff have knowledge of Vocational Rehabilitation (VR) programs, similar type programs, and/or knowledge/experience working with individuals with disabilities. (RFA Notice 4.1.1)	Yes No
If Yes, you must complete the following: A. Provide a description of the services you and your staff currently provide to individuals with disabilities, including: i. Specific disability population(s) you are currently serving or have previously served:	
ii. The type(s) of service(s) you currently provide or have previously provided to individuals with disabilities:	

- iii. The service(s) you currently provide or have previously provided to other unique populations including individuals from: diverse ethnic, cultural and racial groups, LGBTQ+, non-native English language speakers, justice system involvement, etc.

- iv. The type(s) of industries or business sectors (e.g., Agriculture, Finance, Health Care) you have worked with to develop employment opportunities for individuals with disabilities and/or barriers to employment:

- v. Identify **two** successful partnerships with a school, non-profit, business and/or a government agency involving VR programs or a similar type program. For each example include:
- 1) the name of the school, non-profit, business, and/or government agency**
 - 2) the date(s) of the partnership**
 - 3) the outcome of the partnership**
- a. Example 1:

b. Example 2:

B. Provide a description of the Educational Backgrounds and Professional Credentials for **you and your staff**:

i. **Educational Backgrounds (i.e., formal education and any informal or continuing education):**

ii. **Professional Credentials*** as they relate to VR, similar type programs or working with individuals with disabilities:

***NOTE:** Applicant must verify that staff meet the established qualification criteria in the [DVR Technical Specifications](#). Applicant must review the qualification criteria and indicate within this response which certifications and/or credentials make the Applicant and/or their staff eligible to provide the services under the DVR Service Agreement. **Failure to provide this information will prohibit an Applicant and/or their staff from providing the service until certification and/or credentials are provided to and approved by DVR.**

2. Applicant will only provide services within the counties identified in the DVR Service Agreement i.e., Customized Employment, Individualized Placement and Support (IPS), Internship/Temporary Work (I/TW), Job and Task Analysis and Systematic Instruction, Job Preparation, Development, Hire, and Retention, Student Work Based Learning Services, Supported Employment, Vocational Evaluation, and/or Work Incentive Benefits Services. (RFA Notice 4.1.2)	Yes No
If Yes, you must indicate the following: a. The county or counties you intend to serve:	
b. The services you intend to provide by county or counties:	
3. Applicant will store all consumer information in the United States. (RFA Notice 4.1.3)	Yes No
4. Applicant and all staff meet the criteria described in RFA Notice 4.1.4 and have no personal, professional, financial interest, or relationship that could impair their ability to act impartially and in the best interest of the DVR consumer and DVR program. (RFA Notice 4.1.4). Select Yes if you and your staff meet the criteria or No if you and your staff do not.	Yes No
5. Applicant agrees to perform required background checks on their staff and to follow DVR's criminal background check policy. (RFA Notice 4.1.5)	Yes No

Section 4.2

Scope of Work Expectations

6. Applicant understands and agrees to meet the Scope of Work Expectations outlined in (RFA Notice 4.2)	Yes No
If Yes, you must complete the following: A. APPLIES ONLY TO AN AGENCY WITH MULTIPLE STAFF: i. Describe your agency's training plan for reviewing the DVR Technical Specifications Training videos AND the DVR Technical Specifications* related content (e.g., the About tab, Service Details, Fee Schedule, Reports/Forms, and Qualifications & Metrics) for each of the services you and your staff intend to provide to DVR consumers. In your response, include the following: The name(s) of the individual(s) that will develop and monitor the training plan, their position or role within the agency and their credentials or experience in vocational rehabilitation:	
The type of engagement activities in which you and your staff will participate (e.g., individual or team discussions to review materials, case examples, role play):	
How your agency will track staff training completion:	

APPLIES ONLY TO A SINGLE PERSON AGENCY: Describe your plan for reviewing the DVR Technical Specifications content identified in **6Ai** prior to working with DVR consumers and staff:

- ii. **APPLIES ONLY TO AN AGENCY WITH MULTIPLE STAFF:** Describe your agency's plan to evaluate and ensure that **you and your staff** understand the DVR Technical Specifications content included in **6Ai** prior to working with DVR consumers and staff. **In your response, include the following:**

- The type of evaluation activities your agency will conduct (e.g., verbal or written tests, other types of assessments):

- How changes to the DVR Technical Specifications will be communicated to staff and how your agency will ensure staff understand the changes:

APPLIES ONLY TO A SINGLE PERSON AGENCY: Describe the following:

- How you will ensure your understanding of the DVR Technical Specifications content included in 6Ai prior to working with DVR consumers and staff (e.g., using prior knowledge or experience, drawing inferences):

- How you will comply with any changes to the DVR Technical Specifications

***Please Note:** the training videos referenced in **6Ai** are not intended to cover all of the technical specification service and reporting requirements. In order to fully understand the DVR requirements, an Applicant and staff (if applicable) must view the [technical specification content](#).

B. APPLIES TO ALL APPLICANTS:

This section is intended to demonstrate your understanding of the DVR program and the DVR Technical Specifications.

You are strongly encouraged to view all DVR related content referenced above in Section 6Ai prior to completing this section.

Your responses below must correspond with the DVR program and demonstrate an understanding of and ability to adhere to DVR's service and reporting requirements as defined in the DVR [Technical Specifications](#).

Please provide a detailed response for each of the following:

- i. Describe your agency's strategies for establishing **AND** maintaining services with DVR consumers:

- ii. Describe how your agency will assess a DVR consumer's progress towards achieving their employment goal(s):

- iii. Identify the information that is specific to the DVR program that your agency will use to ensure that services are consistent with a DVR consumer's interests, needs, and employment goals:

iv. Describe your agency's strategies for collaborating with DVR staff to assess DVR consumer service progress:

v. Describe your agency's strategies for monitoring **services** for timeliness **AND** completion of deliverables according to the DVR [Technical Specifications](#) service requirements:

vi. Describe your agency's strategies for monitoring **reporting** for timeliness **AND** completion of deliverables according to the DVR [Technical Specifications](#) reporting requirements:

- vii. Identify the internal controls that will be used by your agency to **verify that invoices submitted to DVR for payment** are an accurate reflection of the service delivered (i.e., verify timesheets match the hours invoiced for services delivered):

Section 4.3

General Requirements

7. Applicant must have at least one year of experience working with individuals with disabilities and barriers to employment. (RFA Notice 4.3.1)	Yes No
If Yes, you must indicate how many years of experience you (Agreement Administration Contact) have and identify any skillsets or specific experience related to working with people with disabilities including: sign language, Braille, ADA policies, employer accommodations, self-employment, or augmented communication:	
If No, you must provide a written response explaining how the requirement will be met prior to the service agreement start date:	

8. The Applicant must have access to accessible, confidential meeting space that is readily available to you and your staff to serve DVR Consumers. (RFA Notice 4.3.2)	Yes No
If Yes, please describe where meetings will take place within each region(s) (as you identified in Question 2(b)) when meeting one on one with a DVR consumer outside of a DVR office. Locations can include an Applicant's office, local job centers, libraries, community centers, Senior Centers, Aging and Disability Resource Center (ADRC) technical college campuses, University of Wisconsin campuses, University of Wisconsin-Extension and other regional and local community-based organizations. Response must include a description of the following: a. Where you and your staff will meet with DVR consumers within each region, including the physical address of each location:	
b. How the location(s) within each region meets ADA requirements for accessibility (i.e., describe the features that make these location(s) ADA compliant).	
c. How the location(s) within each regions is private and confidential. Describe the features that make the location(s) private and the provisions in place to ensure confidentiality for scheduled meetings:	

- d. **How** the location(s) **within each region** is readily available to **you and your staff** to serve DVR consumers. For locations other than your place of business, explain the process for reserving meeting space, hours of operation, and how often this space is available to you:

If No, you **must** provide a written response explaining how the requirement will be met prior to the service agreement start date:

9. The Applicant will provide all equipment necessary for providing the requested services to DVR consumers; including, but not limited to own office equipment (e.g., telephones, supplies, insurance, advertising and promotional materials, utilities). (**RFA Notice 4.3.3**)

Yes
No

If No, you **must** provide a written response explaining how the requirement will be met prior to the service agreement start date:

10. Applicant will adhere to the IT security standards and requirements identified in RFA Notice 4.3.4.	Yes No
If No, you must provide a written response explaining how the requirement will be met prior to the service agreement start date:	
11. Applicant agrees to maintain commercial liability, bodily injury, and property damage insurance as stated in the DVR Service Agreement. (RFA Notice 4.3.5)	Yes No
If No, you must provide a written response explaining how the requirement will be met prior to the service agreement start date:	