**REQUEST FOR APPLICATIONS FOR COMMUNITY REHABILITATION PARTNERSHIP (RACRP) DVRS #1003**

**(*Application for CRP Partnership*)**

**TITLE:** *Comprehensive Employment Support Services for Persons with Brain Injuries*

**ISSUE DATE:** December 15th, 2022

**FUNDING AGENCY:** North Carolina Department of Health and Human Services (DHHS)

North Carolina Division of Vocational Rehabilitation (NCDVRS)

805 Ruggles Drive

2801 Mail Service Center

Raleigh, NC 27699

**IMPORTANT NOTE:** **:** Indicate agency or organization name and RACRP number on the front of the application or envelope or package, along with the date for receipt of applications specified below.

Applications, subject to the conditions made a part of hereof, will be received until

5:00 p.m., April 1, 2023, for furnishing services described herein. Applications received after 5:00 p.m. April 1, 2023 will be considered for a future award date. Applications will be considered on an ongoing basis.

Agenices that are currently under contract with the NC Division of Vocational Rehabilitation (the Division) to provide Brain Injury Support Services (BISS) are NOT required to send a complete ***New Application for Community Rehabilitation Partnership (RACRP) BISS #1003****.* However, such agencies must submit a ***Renewal Application for Community Rehabilitaiton Partnership (RACRP) BISS #1003*** by the deadline indicated above in order to have an executed contract in the next renewal cycle effective November 1, 2023.

SEND ALL APPLICATIONS ELECTRONICALLY to [dvr.vrbraininjuryrfa@dhhs.nc.gov](mailto:dvr.vrbraininjuryrfa@dhhs.nc.gov)

**NOTE:** Questions concerning the specifications in this *Application for CRP Partnership* will be received via email only at [dvr.vrbraininjuryservicesrfa@dhhs.nc.gov](mailto:dvr.vrbraininjuryservicesrfa@dhhs.nc.gov)until **5:00 pm, January 15th 2023, 2023.**  Agencies and organizations interested in receiving a summary of all questions and answers must register their email address with the above indicated email address expressing the desire to receive a copy of the summary.

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1. **INTRODUCTION**

The purpose of this *RACRP* is to solicit contractors to provide brain injury support services to eligible Division consumers that have been diagnosed with significant brain injuries and those whose injuries impact their ability to pursue successful employment goals. Contractors selected under this solicitation shall provide the required services as outlined and defined in the Brain Injury Support Services (BISS) milestone model of services. The Scope of Work thoroughly defines all aspects of the BISS model in Section IV of this *RACRP*.

1. **BACKGROUND**

The NC Division of Vocational Rehabilitation (NC DVR) has funded brain injury support services through various vendors and formats since the early 1990’s. Beginning in 2015-2016 contract year, the Division implemented one holistic model that must be followed by all providers under contract with the Division. The Brain Injury Support Services model, otherwise known as BISS, is an outcome-based milestone format service array. The BISS service model is comprehensive in that it serves the consumer from the beginning assessment phase through job placement, closure and extended follow along supports. It is unique in that it incorporates a therapeutic cognitive rehabilitative component that assists the individual toward their goal of successful adjustment to their functional limitations, whether it be cognitive or physical in nature, or both.

Research suggests that individuals with brain injuries tend to have a significantly higher chance of improving cognitive capabilities to a point of entering or re-entering the competitive workforce or pursue further educational/vocational training with the appropriate interventions such as being sought within this *RACRP*. Individuals with brain injuries can have difficulty with memory, attention span, cognitive processing, organization, problem-solving and many other emotional and cognitive issues that impact both their personal and employment lives. Once discharged from acute inpatient care, individuals may receive treatment in outpatient rehab depending upon the amount of time their payment source may allow. It is after these interventions that individuals typically run out of options for continued therapeutic services.

Additionally, traumatic brain injuries (TBI) have been called the “signature injury” of the American military because of the Iraq and Afghanistan wars, with a large number of soldiers returning stateside with significant brain injuries. According to the Defense and Veterans Brain Injury Center (DVBIC), over 350,000 diagnosed incidents of TBI have been reported since 2000 (US National Library of Medicine, NIH 2017). North Carolina has a large presence of military personnel within the state that could possibly benefit from such expansion of services. While the Veteran’s Administration Vocational Rehabilitation Program (VA/VR) does serve many of these individuals, the Division has entered into an agreement whereby both agencies shall share resources on joint veteran cases, including TBI.

1. **ELIGIBLE APPLICANTS QUALIFICATIONS**

Only responders who meet the following requirements and provide evidence of meeting these requirements will be considered:

1. Eligible non-profit or for-profit organizations with at least three(3)years of experience in provision of services to consumers with brain injuries that consist of services that are comparable to those stipulated under this request for applications as outlined in the scope of services below.
2. Successful applicants must have current accreditation by one or more of the following accrediting bodies: Commission on Accreditation of Rehabilitation Facilities (CARF), Council on Accreditation (COA), or Council on Quality and Leadership (CQL). A provider that does not have any of these accreditations at the time of submission of a proposal, and is considered for selection, shall make a commitment to have obtained accreditation by the end of the first year of the contract or, be in the process of securing accreditation. Failure to follow through with this commitment shall lead to termination of the contract between the Division and said provider.
3. Staff that would provide cognitive rehabilitation therapy under this model shall have a master’s degree in areas such as Rehabilitation Counseling, or a related human service or allied health discipline. Furthermore, staff providing cognitive rehabilitation therapy to individuals in the BISS program shall possess the Certified Brain Injury Specialist (CBIS) credential under the auspices of the Academy of Certified Brain Injury Specialist (ACBIS). A staff member without this certification shall obtain it within one (1) year from their date of employment with the organization and be under the supervision of a supervisor with CBIS certification during that period. All reports submitted to the Division during that period shall be approved by a CBIS supervisor.
4. Staff with a bachelor’s degree in the fields specified above may provide employment-related services in the BISS program under the direct supervision of a professional as described above. However, all cognitive rehabilitative therapeutic services shall be conducted by staff as described in Section 3. Without exception, all reports submitted by bachelor’s level staff shall be signed off on by master’s level staff or BISS leadership*.*
5. **SCOPE OF SERVICES**

Brain Injury Support Services (BISS) are provided to the Division’s most significantly disabled consumers with brain injuries who typically require specialized assistance in securing competitive, integrated employment, and will need intensive training and assistance for an extended period to master all job tasks. Additionally, extended follow-along services are necessary depending upon the consumer’s support needs to ensure the consumer can maintain the position, as individuals with brain injuries are most at risk of job loss over the long-term.

If awarded a contract, the applicant is obligated to provide the following services to eligible Division consumers:

1. Assessment with Complete Report (Milestone 1)
2. Cognitive Rehabilitation & Career Exploration, Part 1 (Milestone 2)
3. Cognitive Rehabilitation & Career Exploration, Part 2 (Milestone 3)
4. Employment Placement & Independence (Milestone 4)
5. Successful 90 Day Placement (Milestone 5)

The Contractor shall meet the following performance requirements:

1. **ASSESSMENT WITH COMPLETE REPORT *(Milestone 1)***

The Contractor shall conduct an initial assessment to be completed within a maximum of 45 business days which will evaluate the consumer’s current needs and capabilities within the components of the BISS program. Exceptions to the 45-day assessment timeframe require approval from the Division in all cases. The component areas to be addressed in the assessment include; Cognitive Rehabilitation and Career Exploration, Therapy/Counseling, Case Management, and Occupational Information & Exploration. A comprehensive assessment report shall be written and submitted to the Division. An assessment report is considered complete when it has answered all the Division’s referral questions.

1. The Contractor shall utilize both formal and informal assessment techniques which at completion, shall include a fully completed comprehensive report.
2. The Contractor shall schedule an assessment staffing (meeting) with the Division and the consumer to review the assessment report and the initial service plan at a time mutually agreeable to all parties.
3. The Contractor shall provide the assessment report to the Division at least 5 days prior to the assessment staffing.
4. The Contractor’s report shall provide specific and detailed recommendations regarding the consumer’s appropriateness for the BISS program as well as preliminary treatment and employment goals. If the consumer is determined not to be a suitable candidate for the BISS program, the Contractor’s report shall provide recommendations for other services that may be appropriate.
5. If the consumer is enrolled in the BISS program, the Contractor shall develop and submit to the Division a comprehensive and individualized service plan that has been agreed upon by all parties.
6. The Contractor shall submit Milestone 1 with the required documentation through BEAM (the Division’s electronic case management system) for payment within five (5) working days of the successful completion of the service.
7. **COGNITIVE REHABILITATION AND CAREER EXPLORATION, Part 1 *(Milestone 2)***

This service involves an array of specialized therapeutic treatment practices utilizing cognitive rehabilitative and counseling techniques, case management and career exploration in assisting the consumer to develop and advance toward their employment goals.

The Contractor shall provide these services based upon the goals/objectives as

determined through the assessment and the staffing. The service plan must consist of

elements from each of the areas defined below with a specified number of individual

objectives and timelines and how they will be measured.

Cognitive Rehabilitation: the development and provision of specific activities to

train the consumer in developing compensatory strategies in the functional areas

in which the consumer is having trouble because of the brain injury.

Therapy/Counseling: the provision of individualized therapeutic interventions needed to assist the consumer in adjusting to life difficulties after a brain injury.

Case Management: the provision of coordination and management of all aspects of the consumer’s progress throughout the program.

Occupational Information & Exploration: the provision of training in prevocational skills necessary to be prepared to enter or re-enter the workforce.

The Contractor shall provide the Division a detailed written monthly summary of all activities within this phase for each consumer through BEAM.

1. The Contractor shall schedule and participate in telephone conferences or face-to-face staffings at least monthly with each consumer and the Division during this phase to update progress towards meeting the consumer’s goals as defined within the Individualized Service Plan.
2. The Contractor shall provide evidence demonstrating that the consumer has successfully completed 50% of the goals/objectives as outlined on the Individualized Service Plan and agreed upon by the Division and the consumer.
3. The Contractor shall submit Milestone 2, Part 1 with the required documentation through BEAM for payment within five (5) working days of the successful completion of the service.
4. **COGNITIVE** **REHABILITATION AND CAREER EXPLORATION, Part 2 *(Milestone 3)***

This service continues with the utilization of the services defined in Milestone 2 where the consumer is progressing toward a point of community employment or additional training outside the scope of this contract.

1. The Contractor shall provide the Division a detailed written monthly summary of all activities within this phase for each consumer through BEAM.
2. The Contractor shall schedule and participate in telephone conferences or face-to-face staffings at least monthly with each consumer and the Division during this phase to update progress towards meeting the consumer’s goals as defined within the Individualized Service Plan.
3. The Contractor shall provide evidence demonstrating that the consumer has successfully completed 100% of the goals/objectives as outlined on the Individualized Service Plan and agreed upon by the Division and the consumer.
4. The Contractor shall submit Milestone 3, Part 2 with the required documentation through BEAM for payment within five (5) working days of the successful completion of the service.
5. **EMPLOYMENT PLACEMENT AND INDEPENDENCE *(Milestone 4)***
6. Attainment of Competitive Employment:This service entails placing the client into a competitive job that matches their skills, abilities, interests, needs, and goals. The job must be in the community within a fully integrated setting.

* The Contractor shall submit detailed monthly summary reports to the Division documenting job development, placement and on-the-job supports for each

consumer through BEAM.

* The Contractor shall notify the Division in writing when the consumer has

accepted employment. The job placement shall meet the Division’s approval. Upon approval, the Contractor shall complete and submit the New Hire Form (as approved by the Division) to the Division through BEAM.

1. Independence on the Job: This service section is completed when the consumer has reached stability and independence on-the-job and requires less support services. The consumer shall be placed in a position that matches the vocational objective as agreed upon by the consumer and the Division.
2. The Contractor shall provide a detailed written plan for the provision of services during this period to include follow-up and support services to ensure the consumer maintains employment for a period of ninety (90) days.
3. The Contractor shall provide detailed monthly written summary reports to the Division detailing all activities associated with successful maintenance of the consumer’s job stability.
4. The Contractor shall provide written documentation to the Division when all parties, i.e., the Division, the Contractor, and the Consumer, have agreed that the 90-day count has begun.
5. The Contractor shall submit Milestone 4 with the required documentation through BEAM for payment within five (5) working days of the successful completion of the service.
6. **SUCCESSFUL 90 DAY PLACEMENT *(Milestone 5)***

This service section is complete when the consumer has successfully completed 90 days of employment after completing Milestone 4 and when the Division, the Contractor, the consumer, and the employer mutually agree that the job placement is successful.

1. The Contractor shall provide a detailed written discharge summary to the Division listing the activities provided to the consumer that assisted with the successful jobplacement. Additionally, the summary shall document support needs of the consumer to maintain success following case closure by the Division.
2. The Contractor shall provide detailed written documentation to the Division that after closure, extended follow-along services shall be provided at least two (2) times a month or in an amount agreed upon by the consumer and the Contractor in order to assure long-term job stability for the consumer. Funding for extended follow-along services shall be the responsibility of the Contractor.
3. The Contractor shall submit Milestone 5 with the required documentation through BEAM for payment within five (5) working days of the successful completion of the service.
4. **PROGRAMMATIC PROPOSAL CRITERIA**
5. Applicant shall provide an overview of how the organization meets the minimum 3 years of experience in the provision of services to consumers with significant brain injuries and how such services are comparable to the Division’s Brain Injury Support Services model. Additionally, the Applicant shall provide detailed documentation of qualified staff as outlined in *Section III, Eligible Applicants Qualififcation*, or the intent to hire such staff that must be an employee of the organization when brain injury support services begin.
6. Applicant shall provide a thorough proposed programmatic description of the organizational capabilities for the delivery of brain injury support services as outlined in *Section IV, Scope of Services*. This section should also provide specific details of what geographical location of the state the Applicant intends to serve.
7. Applicant shall provide a detailed description of the organization’s experience in providing employment services similar to the Brain Injury Support Services model. Provide explicit details of the organization’s provision of services similar to the five Brain Injury Support Services milestones and how they intend to provide these services. The Applicant should provide explicit details of the organization’s assessment techniques, the provision of cognitive rehabilitative services, and the provision of job supports.
8. Applicant shall provide a detailed description and overview of the organization’s job development and placement techniques and processes and how the Applicant engages with employers in securing successful job outcomes. The Applicant shall provide a detailed overview of how the organization will provide Extended Follow-along Support Services post closure with the Division. These services are not funded by the Division.
9. **PERFORMANCE STANDARDS**

The Contractor shall be required to meet the following performance standards:

1. Maintain policies and procedures designed to promote and document consumer input in program development and involvement in planning their own program thereby remaining committed to consumer involvement and the right of consumers to self-determination.
2. Maintain a program evaluation and reporting system that measures effectiveness and efficiency and monitors the effects the Contractor has on improving the quality and efficiency of its total operation.
3. Maintain personnel policies and documented employee practices that promote full program accessibility for each consumer and promotes the recruitment of persons with disabilities as staff and as board members.
4. Maintain safety policies and a documented safety program that employs all generally reasonable precautions and any additional precautions indicated. because of the limitations imposed by disabilities on consumers, staff or visitors
5. Maintain the confidentiality of all medical, psychological and other consumer information shared by the Division.
6. Maintain national accreditation by one of the accrediting bodies indicated in Section III, Eligible Applicants Qualification.
7. Adhere to the reimbursement expectations outlined in Section VIII, Reimbursement Chart.
8. **PERFORMANCE MONITORING/QUALITY ASSURANCE PLAN**

In addition to monthly monitoring by the Division, the Contractor shall have at a minimum, an annual program review administrated by the Division Regional Community Rehabilitation Program Specialists. Additional reviews shall be conducted as needed. The annual review shall focus on the following:

1. Accessibility – Policies and practices that promote full program accessibility for each consumer (e.g., physical barriers, specific disability accommodations).
2. Maintenance of national accreditation in area of Vocational Services.
3. Availability of benefits counseling for consumers.
4. Timeliness and accuracy of billing.
5. Communication, collaboration and cooperation between consumer, the Division, and the Contractor.
6. Confidentiality – Maintenance of the confidentiality of all medical, psychological and other consumer information shared with the Contractor by the Division.
7. Documentation that shows the need for and benefit from the service(s) to consumers. Service plans, assessment reports, monthly summaries, and discharge summaries shall reflect collaboration with the Division.
8. Assessment reports that indicate the interests and abilities of the consumers and makes recommendations that lead to the development of successful training and vocational plans.
9. Key Personnel - changes in staff assigned to the performance of services to consumers.
10. Extended Follow-Along Support – Documentation that reflects the provision of extended services and ongoing support services through continuous or periodic job skill training services provided at least twice monthly, unless otherwise changed or discontinued due to client choice. The follow-along shall be at the work site unless the IPE provides for off-site monitoring.
11. Referrals – Appropriate, necessary supporting documentation, evaluation questions, and consent forms.
12. Staffings – Schedule and participate in regular staffings with the consumer and Division Counselor to update progress toward meeting the consumer’s vocational goal.
13. Training needs of Contractor staff.
14. Documentation of full compliance with the Wage & Hour requirements of the Fair Labor Standards Act when applicable.
15. Quality – Customer Satisfaction report indicating a level of overall satisfaction with services provided as perceived by the student participant.

Should the performance of expectations defined in the Scope of Work result in less than an acceptable review by the Division, the Contractor shall submit to the Division for approval, a written Performance Improvement Plan addressing any deficiencies.  The Performance Improvement Plan shall include specified time frames for the completion of improvements and/or corrections in performance.  Following the Contractor’s submission of a Division approved Performance Improvement Plan, the Contractor shall, according to specific time lines and due dates identified in the Performance Improvement Plan, submit to the Division status reports reflecting progress achieved in responding and implementing the Performance Improvement Plan. Failure to meet program expectations may result in reduction or loss of funding. Failure to comply with a Performance Improvement Plan implementation may result in reduction or loss of funding. Performance assessments are conducted periodically by the Division.  As agencies are self-eliminated due to failure to meet program expectations, funding will be reduced and shifted to other agencies in good standing.

1. **REIMBURSEMENT**
2. In the event that the payment by the Division exceeds the contracted amount, the Contractor shall reimburse the Division upon notification.
3. The Contractor shall request a contract amendment at a minimum of 90 days prior to exceeding the budgeted services. Final requests for contract amendments to adjust/revise the current contract period, must be submitted to the Division for approval no later than July 15th.
4. Should the Contractor decide to terminate this contract, a written 30 day written notice to the Division is required.
5. All deliverables (written reports) must be reviewed and approved by the Division prior to milestone payment.
6. If this contract is terminated, the Contractor is required to complete a final accounting report and to return any unearned funds to the Division within 60 days of the contract termination date.
7. The Contractor shall submit all required documents including, assessment reports, service plans, monthly summaries, and discharge summaries through BEAM within five (5) days of completion of service. All outcomes must be submitted and approved by the Division.
8. The Contractor shall submit only one (1) milestone payment for each successful milestone service provided for each consumer served with the same case number.

The Contractor shall meet the expectations defined in the Reimbursement Chart below

and will be reimbursed for services provided according to the following rates and maximum reimbursements:

|  |  |
| --- | --- |
| **Service** | **Rate per Outcome** |
| **Brain Injury Support Services (BISS)** |  |
| Milestone 1: Assessment with Complete Report | $4975.00 |
| Milestone 2: Cognitive Rehabilitation and Career Exploration Part 1 | $8292.00 |
| Milestone 3: Cognitive Rehabilitation and Career Exploration Part 2 | $8292.00 |
| Milestone 4: Employment and Independence | $6634.00 |
| Milestone 5: Successful 90 Day Placement | $4975.00 |
| **Maximum Reimbursement** | $33,168.00 |

1. **THE PROCUREMENT PROCESS**

The following is a general description of the process by which an agency or organization will be selected to complete the goal or objective.

1. Written (emailed) questions concerning the *RACRP* specifications will be received until the date specified on the cover sheet of this *RACRP.* Upon request, a summary of all questions and answers will be emailed to all agencies and organizations sent a copy of the *CRP Partnership Request*.
2. Applications will be received from each agency or organization electronically. Each application must be signed and dated by an official authorized to bind the agency or organization. This can be signed and submitted through DocuSign.
3. All applications must be received by the funding agency not later than the date and time specified on the cover sheet of the RACRP. Faxed applications will not be accepted.
4. At that date and time, the applications from each responding agency and organization will be logged in.
5. At their option, the evaluators may request additional information from any or all applicants for the purpose of clarification or to amplify the materials presented in any part of the application. However, agencies and organizations are cautioned that the evaluators are not required to request clarification: therefore, all applications should be complete and reflect the most favorable terms available from the agency or organization.
6. Applications will be evaluated according to completeness, content, experience with similar projects, ability of the agency's or organization's staff, cost, etc. The award of a contract to one agency and organization does not mean that the other applications lacked merit, but that, all facts considered, the selected application was deemed to provide the best service to the State.
7. Agencies and organizations are cautioned that this is a request for applications, and the funding agency reserves the unqualified right to reject any and all applications when such rejections are deemed to be in the best interest of the funding agency.
8. **GENERAL INFORMATION ON SUBMITTING APPLICATIONS**
9. **Award or Rejection (contingent upon availability of funding)**

All qualified applications will be evaluated and award made to that agency or organization whose proposed service capabilities is deemed to be in the best interest of the funding agency. The funding agency reserves the unqualified right to reject any or all offers if determined to be in its best interest. Successful applicants will be notified by June 1st, 2023.

1. **Decline to Offer**

Any agency or organization that receives a copy of the CRP Partnership Request but declines to make an offer is requested to send a written "Decline to Offer" to the funding agency. Failure to respond as requested may subject the agency or organization to removal from consideration of future CRP Partnership Requests.

1. **Cost of Application Preparation**

Any cost incurred by an agency or organization in preparing or submitting an application is the agency's or organization's sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.

1. **Elaborate Applications**

Elaborate applications in the form of brochures or other presentations beyond that necessary to present a complete and effective application are not desired.

1. **Oral Explanations**

The funding agency will not be bound by oral explanations or instructions given at any time during the competitive process or after awarding the grant.

1. **Reference to Other Data.**

Only information that is received in response to this CRP Partnership Request will be evaluated; reference to information previously submitted will not suffice.

1. **Titles**

Titles and headings in this CRP Partnership Request and any subsequent CRP Partnership Requests are for convenience only and shall have no binding force or effect.

1. **Form of Application**

Each application must be submitted on the form or in the format provided by the funding agency and will be incorporated into the funding agency's Performance Agreement (contract).

1. **Exceptions**

All applications are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions. The attachment of other terms and condition by any agency and organization may be grounds for rejection of that agency or organization's application. Funded agencies and organizations specifically agree to

the conditions set forth in the Performance Agreement (contract).

1. **Advertising**

In submitting its application, agencies and organizations agree not to use the results therefrom or as part of any news release or commercial advertising without prior written approval of the funding agency.

1. **Right to Submitted Material**

All responses, inquiries, or correspondence relating to or in reference to the CRP Partnership Request, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the agency or organization will become the property of the funding agency when received.

1. **Competitive Offer**

Pursuant to the provision of G.S. 143-54, and under penalty of perjury, the signer of any application submitted in response to this CRP Partnership Request thereby certifies that this application has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.

1. **Agency and Organization's Representative**

Each agency or organization shall submit with its application the name, address, and telephone number of the person(s) with authority to bind the agency or organization and answer questions or provide clarification concerning the application.

1. **Subcontracting**

Agencies and organizations may propose to subcontract portions of work provided that their applications clearly indicate the scope of the work to be subcontracted, and to whom. All information required about the prime grantee is also required for each proposed subcontractor.

1. **Proprietary Information**

Trade secrets or similar proprietary data which the agency or organization does not wish disclosed to other than personnel involved in the evaluation will be kept confidential to the extent permitted by NCAC TO1: 05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the application that is to remain confidential shall also be so marked in boldface on the title page of that section.

1. **Participation Encouraged**

Pursuant to Article 3 and 3C, Chapter 143 of the North Carolina General Statutes and Executive Order No. 77, the funding agency invites and encourages participation in this RACRP by businesses owned by minorities, women and the disabled including utilization as subcontractor(s) to perform functions under this Request for Applications.

1. **Contract**

The Division will issue a contract to the recipient of the grant that will include their application. Expenditures can begin immediately up receipt of a completely signed contract.

All applicants must submit their most recent organizational audit in accordance with 143C-6-22&23 as applicable to the agency or organization’s status. Also, the contract may include assurances the successful applicant would be required to execute when signing the contract.

**Forms may be required if awarded a contract:**

1. IRS Tax Exemption Status Letter (if applicable)
2. IRS Tax Exemption Verification Form (Annual) (if applicable)
3. Conflict of Interest Acknowledgement and Policy *(Source document must be on file, send new one if a new COI policy has been adopted by your entity)*
4. Conflict of Interest Verification (Annual)
5. Federal Certifications
6. State Certification
7. Proof of Insurance Form (or certificate of insurance)
8. State Grant Certification – No Overdue Tax Debts  \*\*\*
9. Federal Exclusion Certification
10. Proof of active SAM registration. Contractors can register at: <https://www.sam.gov/SAM/pages/public/index.jsf>
11. Entity must be registered with the NC Secretary of State
12. DVRS Internal Control Questionnaire
13. General Terms and Conditions will be required and inserted into the final contract

\*\*\* Indicates must be notarized

1. **APPLICATION PROCESS SUMMARY DATES**

* December 15th, 2022: Request for Applications announced and distributed
* January 15th, 2023: Questions concerning the specification in the RACRP will be received until close of business
* April 1st, 2023: Request for Applications deadline
* June 1st, 2023: Successful Contractors are notified of a contract award
* November 1, 2023: Contract proposed start date

1. **EVALUATION CRITERIA**

All new applicants must meet minimum criteria listed below to proceed for further evaluation. The application is worth a total of 100 points. Point values are clearly marked beside each item on the evaluation instrument.

**Scoring of New Applications:**

Applications shall be scored based on the responses to the four application content areas noted below.

1. Agency mission, vision, and core value…...……………………………………………15 Points
2. Demonstration of Competitive Integrated Employment and WIOA requirements… 20 Points
3. Definition of customized employment, assistive technology, natural supports……. 15 Points
4. Sample Reports………………………………………………………………………… 25 Points
5. Description of case from application thorugh successful employment outcome……25 Points

Total Points Available……………………………….. **100 Point**

Only applicants scoring at **75 points** or above will be considered for the awarding of a contract which will be contingent upon availability of funding.

Applicants scoring below that range can be considered when deficiencies are successfully addressed to the satisfaction of the Division.

All renewal applicants must meet minimum criteria listed below to proceed for further evaluation. The application is worth a total of 100 points. Point values are clearly marked beside each item on the evaluation instrument**.**

**Scoring of Renewal Applications:**

1. Contractual Relationship with NCDVRS for at least 1 year.……………………..…..25 points
2. Demonstrated expenditures of at least 75% contracted budget in last 3 years……30 Points
3. Good standing with NCDVRS…………………………….…………………………… 20 Points
4. Geographical area defined……………………………………………………..………..10 Points
5. Sound finanical history…………………………………………………………………..15 Points

Total Points Available……………………………….. **100 Points**

Only applicants scoring at **75 points** or above will be considered for the awarding of a contract which will be contingent upon availability of funding.

Applicants scoring below that range can be considered when deficiencies are successfully addressed to the satisfaction of the Division.

1. **ATTACHMENTS**

1. Attachment A: Application Checklist

2. Attachment B: Cover Letter Format

3. Attachment C: Application Face Sheet

5. Attachment D: New and Renewal Brain Injury Support Services Applications

***Attachment A***

**Application Checklist**

The following items must be included in the application. Please use a binder clip at the top left corner on each copy of the application and assemble the application in the following order:

\_\_\_ Completed Cover Letter

\_\_\_ Completed Application Face Sheet

\_\_\_ Completed Programmatic Proposal

\_\_\_ Completed Vendor Application

***Attachment B***

**Cover Letter Format**

A cover letter shall be on Contractor’s letterhead and signed by the lead administrator of the agency submitting the application stating the desire to respond to the *CRP Partnership Application*. Include in the cover letter:

1. Legal name of the Contractor

2. The *RACRP* number

3. The Contractor’s federal tax identification number

4. The Contractor’s UIN number

5. The date of application

6. Signed and dated by an individual authorized to legally bind the Contractor

7. The cover letter must also indicate a clear understanding of and strong

commitment to providing a full program of Brain Injury Support Services as

stipulated in this *CRP Partnership Application*.

***Attachment C***

**Application Face Sheet**

Name of Agency:

Address:

Telephone Number:

Fax Number:

Email Address:

Agency Status: ( ) Public; ( ) Non-Profit; ( ) Private; For Profit

Agency Federal Tax ID Number:

Agency’s Financial Reporting Year: \_\_\_\_\_\_\_\_ thru \_\_\_\_\_\_\_\_\_

Name and Title of Agency Contract Administrator:

Name of Program (s):

SERVICE DELIVERY SITES(s):

AREA(S) TO BE SERVED:

(Vice) President

Date:

***Attachment D***

DVRS New and Renewal Brain Injury Support ServicesVendor Application

Choose One of the following:

* [***New Application for Community Rehabilitation Partnership BISS #1003***](https://www.ncdhhs.gov/media/18527/open)
* [***Renewal Application for Community Rehabilitation Partnership BISS #1003***](https://www.ncdhhs.gov/media/18528/open)