

<b>AWARD/CONTRACT</b>				1. Caption		Page of Pages	
				Career Assessments		1	17
2. Solicitation Number		3. Solicitation Closing Date		4. Requisition/Purchase Request/Project No.			
DCJM-2015-Q-0031		September 30, 2015					
5. Issued by: Code JMOMB				6. Contract Specialist Assigned			
Department on Disability Services 1125 15 <sup>th</sup> Street, NW, 4 <sup>th</sup> Floor Washington, D.C. 20005				<b>Monica Brown</b> <b>Contract Specialist</b> <b>Phone: (202) 730-1861</b> <b>Email: <a href="mailto:Monica.Brown4@dc.gov">Monica.Brown4@dc.gov</a></b>			
8. Name and Address of Contractor (No. street, city, county, state and zip code)				8. Delivery FOB Origin Other (See Schedule Section F)			
				9. Discount for prompt payment			
				10. Submit invoices to the Address shown in (3 copies unless otherwise specified)		n	Section G.2
Code		TIN					
11. Ship to/Mark For Code			12. Payment will be made by Code				
Same as Block 5			Office of the Controller, 6th Floor 64 New York Avenue, N.W. Washington, DC 20002				
13. Reserved for future use				14. Accounting and Appropriation Data ENCUMBRANCE CODES:			
15A. Item	15B. Supplies/Services			15C. Qty.	15D. Unit	15E. Unit Price	15F. Amount
0001	Itemized Assessment			INDEF	Each		
0002	Focused Assessment			INDEF	Each		
0003	Exploratory Assessment			INDEF	Each		
0004	Comprehensive Assessment			INDEF	Each		
0005	Community-based Assessment			INDEF	Each		
0006	Consultation			INDEF	Each		
0007	No-Show Fee			TBD	Each		
Total Amount of Contract				n			
16. Table of Contents							
(X)	Section	Description	Page	(X)	Section	Description	Page
<b>PART I - THE SCHEDULE</b>				<b>PART II - CONTRACT CLAUSES</b>			
X	A	Solicitation/Contract Form			I	Contract Clauses	
X	B	Supplies or Services and Price/Cost		<b>PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS</b>			
X	C	Description/Specifications/Work Statement			J	List of Attachments	
X	D	Packaging and Marking					
X	E	Inspection and Acceptance			K	Representations, Certifications and Other Statements of Offerors	
X	F	Deliveries or Performance					
X	G	Contract Administration data			L	Instructions, conditions & notices to offerors	
X	H	Special Contract Requirements			M	Evaluation factors for award	
Contracting Officer will complete Item 17 or 18 as applicable							
17. CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return one (1) copy to issuing office.) Contractor agrees to furnish and deliver all items, perform all the services set forth or otherwise identified above and on any continuation sheets, for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein, see I.7.)				18. AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____, including the additions or changes made by which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.			
19A. Name and Title of Signer (Type or print)				20A. Name of Contracting Officer Marsha Robinson, Contracting Officer			
19B. Name of Contractor  (Signature of person authorized to sign)		19C. Date Signed		20B. District of Columbia  (Signature of Contracting Officer)		20C. Date Signed	
Government of the District of Columbia				Department on Disability Services		Based on DC OCP 201 (7-99)	

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department on Disability Services**



**BLANKET PURCHASE AGREEMENT**  
**DCJM-2015-A-0031**  
**With**

\_\_\_\_\_ (Provider) hereby enters into a Blanket Purchase Agreement (BPA) with the Department on Disability Services (DDS), Rehabilitation Services Agency (RSA), hereafter referred to as the “**District**,” to render Career Assessment Services in accordance with the Statement of Work.

**B.1 EXTENT OF OBLIGATION:**

**B.1.1** The Government of the District of Columbia is obligated only to the extent that authorized purchases are actually made under the Blanket Purchase Agreement (BPA), and is not obligated to place future orders. (Title 27 of the District of Columbia Municipal Regulations (DCMR), Chapter 18, Section 1810.2 (a) (c)

**B.1.2** The Contractor shall not provide any services under this agreement until a purchase order with sufficient funding to cover the cost of the requested services has been issued.

**B.2 PURCHASE LIMITATION:**

**B.2.1** The limitation of individual orders issued against this BPA shall not exceed small purchase limitation of **\$100,000**.

**B.3 NOTICE OF INDIVIDUAL(S) AUTHORIZED TO PURCHASE UNDER THE BPA:**

**B.3.1** Siavosh Hedayati, Contract Administrator (CA), Edmund Neboh, the Contract Administrator (CA) and Romeo N. Ymalay III, Program Manager, under the direction of the DC DDS Office of Contracts and Procurement, are the authorized individuals to place orders for goods or services under this BPA. A Contracting Officer is the only individual who may make changes to this BPA, or to increase the authorized amount of orders against this BPA.

**B.4 PRICING:**

**B.4.1** District shall pay the Contractor at an amount not to exceed the Contractor’s price quoted in Contractor’s Price Schedule.

**B.4.2** The Contractor warrants and agrees that the prices charged to the District government shall be as low, or lower than the prices charged to the their most favored customer for comparable services under similar terms and conditions, in addition to any discounts for prompt payment.

**B.4.3 Price Schedule for Option Years** (Enter rate for base year in block 15E of the cover page)

**B.4.3.1 Option Year One Rates**

<b>B.4.3.1A. Item</b>	<b>B.4.3.1B. Service</b>	<b>B.4.3.1D. Unit</b>	<b>B.4.3.1E. Unit Price</b>
1001	Itemized Assessment	Each	
1002	Focused Assessment	Each	
1003	Exploratory Assessment	Each	
1004	Comprehensive Assessment	Each	
1005	Community-based Assessment	Each	
1006	Consultation	Each	
1007	No-Show Fee	Each	

**B.4.3.2 Option Year One Rates**

<b>B.4.3.2A. Item</b>	<b>B.4.3.2B. Service</b>	<b>B.4.3.2D. Unit</b>	<b>B.4.3.2E. Unit Price</b>
2001	Itemized Assessment	Each	
2002	Focused Assessment	Each	
2003	Exploratory Assessment	Each	
2004	Comprehensive Assessment	Each	
2005	Community-based Assessment	Each	
2006	Consultation	Each	
2007	No-Show Fee	Each	

**B.4.3.3 Option Year Three Rates**

<b>B.4.3.3A. Item</b>	<b>B.4.3.3B. Service</b>	<b>B.4.3.3D. Unit</b>	<b>B.4.3.3E. Unit Price</b>
B.4.3.3A. Item	B.4.3.3B. Service	B.4.3.3A. Item	B.4.3.3B. Service
3001	Itemized Assessment	Each	
3002	Focused Assessment	Each	
3003	Exploratory Assessment	Each	
3004	Comprehensive Assessment	Each	
3005	Community-based Assessment	Each	
3006	Consultation	Each	
3007	No-Show Fee	Each	

**B.4.3.4 Option Year Four Rates**

<b>B.4.3.4A. Item</b>	<b>B.4.3.4B. Service</b>	<b>B.4.3.4D. Unit</b>	<b>B.4.3.4E. Unit Price</b>
4001	Itemized Assessment	Each	
4002	Focused Assessment	Each	
4003	Exploratory Assessment	Each	
4004	Comprehensive Assessment	Each	
4005	Community-based Assessment	Each	
4006	Consultation	Each	
4007	No-Show Fee	Each	

**B.5 PERIOD OF PERFORMANCE:**

**B.5.1** The period of performance shall begin on the date the BPA is executed by the Contracting Officer and continue for a period of one (1) year thereafter.

**B.5.2** The District reserves the right to extend this BPA for four (4) one (1) year option periods, or fractions thereof, by written notice to the Provider prior to the expiration of the Agreement; provided that the District gives the Provider written notice of its intent to extend at least thirty (30) days before the Agreement expires. The Preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Provider shall waive the thirty (30) day notice requirements by providing a written notice to the Contracting Officer. Purchase orders issued by the District will expire on September 30 of the year in which they are issued. The expiration date of the purchase order has no effect on the performance period of the actual BPA unless the purchase limitation amount has been met

**B.6 DELIVERY TICKETS AND INVOICES:**

**B.6.1** Orders for services against this BPA will be placed email.

**B.6.2** Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets, sales slips or invoice that must contain as a minimum, the following information:

**B.6.2.1** Contractor's name, Federal tax ID the date of mailing or transmittal);

**B.6.2.2** BPA and invoice number;

**B.6.2.3** Description, price, quantity and the date(s) that the supplies or services were delivered or performed.

**B.6.2.4** Other supporting documentation or information, as required by the Contracting Officer;

**B.6.2.5** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

**B.6.2.6** Name, title, phone number of person preparing the invoice;

**B.6.2.7** Name, title, phone number and mailing address of person (if different from the person

**B.6.2.8** Authorized signature.

**B.6.3** Direct all technical inquiries to the CA's

**B.6.4** The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**B.7 PAYMENT OF INVOICES:**

**B.7.1** The Contractor shall submit to the Agency Chief Financial Officer an itemized invoice upon acceptance of delivery, every thirty (30) days, or upon expiration of the BPA, whichever occurs first.

All invoices should be mailed to:

*Department on Disability Services  
Office of the Controller, 6<sup>th</sup> Floor  
64 New York Avenue, N.W.  
Washington, DC 20002*

**B.8 LAWS AND REGULATIONS INCORPORATED BY REFERENCE**

**B.8.1** By signing this Agreement, the Provider certifies, attests, agrees, and acknowledges to be bound by the following stipulations, representations and requirements of the provisions of the following laws, acts and orders, together with the provisions of the applicable regulations made pursuant to the laws, and they are incorporated by reference into this Agreement:

**B.8.1.1** Health Insurance Portability and Accountability Act of 1996 (“HIPAA”  
(Attachment C)

**B.8.1.2** Standard Contract Provisions for use with District of Columbia Supplies and Services Contracts;  
[http://ocp.dc.gov/DC/OCP/Vendor+Support+Center/Solicitation+Attachments/Standard+Contract+Provisions+\(March+2007\)](http://ocp.dc.gov/DC/OCP/Vendor+Support+Center/Solicitation+Attachments/Standard+Contract+Provisions+(March+2007)) (Ctrl+click to open link or copy to web address bar)

Under Public Law 113-128, the Workforce Innovation and Opportunity Act, the person with disability(ies) has a right to make informed choices and decisions. The person may conduct interviews with available suppliers to make the most informed decision.

**District of Columbia Department on Disability Services  
Rehabilitation Services Administration  
Statement of Work**

**C.1 SCOPE:**

**C.1.1** The District of Columbia Department on Disability Services (DC DDS) Office of Contracting and Procurement, on behalf of the Department on Disability Services, Rehabilitation Services Administration (RSA), hereafter referred to as the “**District**,” is seeking Certified Vocational Evaluation Providers and Licensed Professional Vocational Evaluators (LPVE) (Provider) that will be placed on a list of eligible Providers to provide persons / Applicants with the career assessments described in the Requirements.

**C.1.2** The District has an annual need for five hundreds (500) career assessments. The five hundred (500) annual career assessments are based on the number of transitions youths that the District provides services each year and other adult persons that may need career assessments. The annual projection may increase with anticipated increase in the District of Columbia youths seeking the District’s services.

**C2 Applicable Documents:**

**C2.1** As a condition of the District’s determination of eligibility to perform under this Agreement, the Provider shall comply with all applicable District, federal and other State and local governmental laws, regulations, standards, or ordinances and, where applicable, any other applicable licensing and permit laws, regulations, standards, or ordinances as necessary for the lawful provision of the services required of the Provider under the terms of this Agreement:

<b>Item No.</b>	<b>Document Type</b>	<b>Title</b>	<b>Date</b>	<b>Document Location</b>
1.	<b>Workforce Innovation and Opportunity Act</b>	<b>P.L. 113-128</b>	<b>2014</b>	<a href="https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf">https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf</a>
2.	<b>Americans with Disabilities Act as Amended</b>	<b>P.L.101-336</b>	<b>1990</b>	<a href="http://www.ada.gov/">http://www.ada.gov/</a>

3.	Department of Mental Health Establishment Act	D.C. Law 14-56; D.C. Official Code §§ 7-1131.04 and 7-1131.05 (2008 Repl.)	2001	<a href="http://dccode.org/simple/sections/7-1131.03.html">http://dccode.org/simple/sections/7-1131.03.html</a>
4.	0 D 11's F1 & F2 DOJXDJWFAccess Act		2004	<a href="http://www.ohr.washington.gov/ohr/cwp/view,a,3,q,636135,ohrNav,%7C30953%7C.asp">http://www.ohr.washington.gov/ohr/cwp/view,a,3,q,636135,ohrNav,%7C30953%7C.asp</a>
5.	DCMR 27	CDCR 27-200 to 4299	2007	<a href="http://www.dcregs.dc.gov/Search/DCMRSearchByChapter.aspx?SearchType=DCMRChapterNum&amp;KeyValue=27">http://www.dcregs.dc.gov/Search/DCMRSearchByChapter.aspx?SearchType=DCMRChapterNum&amp;KeyValue=27</a>
6.	Requirement for Background Check to work with minor or vulnerable population	42 U.S. Code § 13041 45 CFR Parts 2510, 2522, 2540, 2551, and 2552 D.C. Code § 4-1501.06	2011	<a href="http://www.ecfr.gov/cgi-bin/text-idx?tpl=%2Findex.tpl">http://www.ecfr.gov/cgi-bin/text-idx?tpl=%2Findex.tpl</a>
7.	34 CFR 361	34 CFR 361 <i>et seq.</i>		<a href="http://www.ecfr.gov/cgi-bin/text-idx?tpl=%2Findex.tpl">http://www.ecfr.gov/cgi-bin/text-idx?tpl=%2Findex.tpl</a>
8.	DC DDS/RSA Policies and Procedures			<a href="http://dds.dc.gov/page/policies-and-procedures-rsa">http://dds.dc.gov/page/policies-and-procedures-rsa</a>

### C.3 BACKGROUND

**C3.1** Under the provisions of the Workforce Innovation and Opportunity Act (WIOA) (P.L. 113-128), the Americans with Disabilities Act of 1990 as Amended (ADAAA), and Federal and state agencies are required to provide reasonable accommodations for persons and Employees with disabilities, barring undue hardship. The District focuses on employment, ensuring that persons with disabilities achieve a greater quality of life by obtaining and sustaining employment, economic self-sufficiency, and independence. The District achieves this through employment marketing and placement services, career assessment, vocational rehabilitation, inclusive of business enterprises. The District provides services for eligible persons with physical or mental impairments. These services are designed to enable one to prepare for, obtain, maintain, regain or advance in employment.

**C3.2** Career assessment services, including but not limited to itemized assessment, focused assessment, exploratory assessment, comprehensive assessment, community-based assessment, and consultation, are needed for persons with disability(ies) receiving support from the District. A certified vocational evaluation Provider shall provide career assessment services.

### C.4 DEFINITIONS

**C.4.1 Authorization:** Agreement given to a service Provider denoting services to be rendered at the price not to exceed the amount shown in the written authorization the Provider is allowed to bill for those services.

**C.4.2 Job Analysis:** A job analysis is an on-site study of a specific position that determines an individual's compatibility with the job, taking into account disability factors, aptitudes, temperaments and reasonable accommodations.

**C.4.3 Provider:** A consultant, Provider, or contractor, of goods or services, who can be an individual, a partnership, non-profit entity, or a corporation that enters into a contractual agreement with the District to include blanket purchase agreement (BPA) task orders.

**C.4.4 Referral:** The act of sending someone or something for consultation, review, or further action. *See also Authorization in C.4.1.*

**C.4.5 Vocational Evaluation Career Assessment:** An evaluation of a person/applicant's interests, abilities, skills, preferences and needs for support and/or accommodations for a job in an integrated work setting. This type of evaluation helps the persons/Applicants and their support network to better understand their disability, how it impacts their work interests, preferences, abilities and goals and what types of accommodations might be required. When engaging in Discovery or other types of Exploratory or Community-Based Assessments, the information also guides job development and the negotiation of a customized job description.



## **C.5 REQUIREMENTS**

### **C.5.1 Service Requirements**

### **C.5.2 Person Referral Process:**

- C.5.2.1** The Provider shall respond to the vocational rehabilitation specialist (VRS) within two (2) business days acknowledging receipt of referral that contains the authorization.
- C.5.2.2** The Provider shall return the referral in its entirety to the District's referring VRS within three (3) business days if it does not accept the referral for services. The Provider is not obligated to accept a referral. If the Provider decides not to accept the referral prior to initiating contact with the person, The Provider shall explain the reasons why the referral was not accepted by the Provider and shall not invoice for those persons not accepted.
- C.5.2.3** If the Provider does accept the referral, the Provider shall schedule the appointment directly with the referred person within ten (10) business days after the acknowledgement of receipt of referral. The Provider shall notify the VRS of the scheduled appointment via electronic mail.
- C.5.2.4** The Provider shall contact the VRS with questions regarding the referral.
- C.5.2.5** The Providers shall complete each evaluation within ninety (90) days after the receipt of the referral and forward the completed evaluation report to the referring VRS.
- C.5.2.6** The provider shall complete and forward the completed evaluation report to the referring VRS within 14 business days from the end of the completed evaluation with the client.

### **C.5.3 Career Assessment Service:**

- C.5.3.1** The Provider shall document, interpret, summarize, and synthesize all evaluation results in a comprehensive report.
- C.5.3.2** The evaluation shall include, but not be limited to identification of employment barriers, including the level of the mental and physical capacity, and ways to overcome them for a specific career/job.
- C.5.3.3** The Provider's evaluation reports shall answer questions asked by the VRS.
- C.5.3.4** The Provider shall ensure that the evaluation reports lead to a clear employment objective and suggests supports needed to insure success in rehabilitation services.
- C.5.3.5** The Provider shall determine if interests and other requested information of persons served have been thoroughly explored and they understand the results of the evaluations.
- C.5.3.6** The provider shall suggest supports needed to insure success in rehabilitation services.
- C.5.3.7** Upon completion of the evaluation, the Provider will provide a comprehensive written report that provides information regarding the evaluation tools and strategies utilized in identifying employment objectives and rehabilitation needs and supports and identification

of obtainable employment goals. The Provider is responsible for the interpretation of the results of these instruments. Some examples of the quality results expected to be included in the report interpretation include:

- C.5.3.7.1** Realistic employment goals are explored and identified for persons/Applicants via labor market research which will include market demand, projected demand over the period of time appropriate for required training to be completed, average wages, and any other pertinent market information to help the person make an informed choice regarding employment direction.
- C.5.3.8** Employment barriers are identified and ways to overcome these are suggested.
- C.5.3.9** Identification of assistive technology or other accommodations required for the person to be able to effectively perform the essential functions of each identified appropriate employment goal are included.
- C.5.3.10** Interests of the person are thoroughly explored and matched with appropriate employment clusters to determine specific employment goals.
- C.5.3.11** Transferable skills are identified and discussed in terms of transferability to each identified employment goal.

**Table 3.A**

**C.6.1 EVALUATION OPTIONS**

Evaluation Options	Evaluation Components	Purpose/Questions Answered
<p>Focused Assessment: a one- to two day assessment to determine aptitude, suitability, and potential to succeed in a specific career area. This service is designed for persons with defined vocational interests.</p> <p>Itemized Assessment: a one- to two-day assessment to obtain specific information (GED Practice test, use of a computer program, typing speed, etc.)</p> <p><i>Used when basic/limited information is needed or when one needs to know if individual has skills for a specific career.</i></p>	<ul style="list-style-type: none"> <li>■ Interview</li> <li>■ Evaluation in specific career area</li> <li>■ Hands-on experience with work samples specific to career goal or a standardized test (academic aptitude)</li> </ul>	<p>Designed to answer a specific question about the individual or viability of a specific chosen career.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>-What is this person’s vocational interest?</li> <li>-What are this person’s vocational aptitudes?</li> <li>-What is this person’s academic level?</li> <li>-What is this person’s score on the practice GED?</li> <li>-What is this person’s typing speed?</li> <li>-Based on review of records would this person benefit from additional evaluation?</li> <li>- Can this person learn or perform the duties of a _____?</li> </ul>
<p>Exploratory Assessment and Job Analysis</p>	<ul style="list-style-type: none"> <li>■ Interview</li> </ul>	<p>Evaluation designed to provide individuals with information regarding education, training</p>

<p>Career Exploration: a two- to four-day assessment that assesses and explores educational and vocational options and resources designed to provide information for short and long-term planning; it uses a variety of methods to collect data and explore an individual's interests, aptitudes, needs, abilities, strengths and functional limitations.</p> <p><i>Used when specific information about an individual's skills, education and training and the specifics of a career area are needed to make a (some final decision).</i></p>	<ul style="list-style-type: none"> <li>■ Interest evaluation</li> <li>■ Aptitude evaluation</li> <li>■ Academic skills</li> <li>■ Barriers to employment success</li> <li>■ Career Exploration</li> <li>■ Some work samples</li> </ul>	<p>and out look of a participants chosen career path. Also designed to solidify career choice Examples:</p> <p>-Is there a viable job market for the individual's chosen career?</p> <p>-What are the skills, interests and aptitudes in the field?</p> <p>-What additional training or education is needed for this individual to pursue a particular career?</p> <p>What are suitable career goals?</p> <p>What are services will the individual need to be successful in a training program and/or employment?</p>
<p>Comprehensive Assessment: a two-day to one-week holistic comprehensive process that systematically uses a variety of assessment methods, including work, either real or simulated, as the focal point for assessment and vocational exploration to gather information for short and long-term planning.</p> <p><i>Used when very little information is known about an individual and</i></p>	<ul style="list-style-type: none"> <li>■ Interview</li> <li>■ Academic Skills</li> <li>■ Interest evaluation</li> <li>■ Aptitude evaluation</li> <li>■ Learning styles</li> <li>■ Values</li> <li>■ Temperament</li> <li>■ Hands-on work samples</li> <li>■ Career Exploration</li> <li>■ Individualized planning</li> </ul>	<p>An intensive process that uses paper-pencil evaluations and simulated work samples and activities to answer questions that could not be answered from previous evaluations or existing information. Examples:</p> <p>If an individual does not appear to have any career interests or skills:</p> <p>-What are the individual's interests and abilities?</p>

<i>his/her career interest, skills and abilities.</i>		<ul style="list-style-type: none"><li>-What are the individual's vocational strengths?</li><li>-What can this person do?</li><li>-Given this person's poor work experience and poor academic levels, what career options are available?</li></ul>
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<p>Community-based Assessment: a holistic assessment in a job/worksite setting in the community that can include situational assessment, on-the-job evaluation, or job try-outs. This option is appropriate for individuals who may not demonstrate their skills, abilities, or interests adequately in an office or career assessment center environment by completing inventories and standardized instruments.</p> <p><i>Used when individuals may not be able to express their interests or preferences or demonstrate their skills, abilities, or work behaviors unless they are in a community-based, work environment.</i></p>	<ul style="list-style-type: none"> <li>■ Interview</li> <li>■ Observation in a work</li> <li>■ Environment</li> <li>■ Interviews of co-workers</li> </ul>	<p>This process uses minimal paper and pencil assessment activities and takes place in a work environment in the community. Example questions include:</p> <ul style="list-style-type: none"> <li>-What tasks can he individual perform?</li> <li>-What types of support, job coaching, or accommodations does the individual need?</li> <li>-Can the individual work in a retail setting?</li> <li>-Can the individual tolerate working around other people?</li> </ul>
<p>Consultation: a review of the history and records of a person where there are questions about what further assessments, or related career planning steps may be needed. This may also include interpreting</p>	<ul style="list-style-type: none"> <li>■ Review</li> <li>■ Interpretation of the result of the evaluation</li> <li>■ Recommendation(s)</li> <li>■ Referral for other sources if needed</li> </ul>	<p>A review of the history and records of a person where there are questions about what further assessments, or related career planning steps may be needed. This may also include interpreting previously</p>

<p>previously obtained assessments. A written report will be provided upon completion.</p>		<p>obtained assessments. A written report will be provided upon completion:</p> <ul style="list-style-type: none"><li>-What kind of additional evaluation does the individual need to conduct?</li><li>-What are the recommendation(s) for the individual?</li><li>- Does the individual need to be referred to any agency for specific services and/or sources?</li></ul>
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**C.6.2 Career Evaluation Tools and Methods (These are examples.)**

Target Area	Evaluation Tools and Methods
Background Information	Interview Resume Supporting Documentation
Interests and Self-Awareness	Interview Picture Interest Career Survey Career Decision Making System Revised (Level 1) Transition to Work Inventory Transferable Skills Scale Career Scope JIST Career Exploration (CD) Envision Your Career (CD) Occupational Videos Career Clues About Me Occupational Outlook Handbook Online O*NET Interest Profiler Talent Search activity
Personality, Temperaments, and Values	Interview Career Priorities Profile O*NET Work Importance Profiler Vocational Temperament Rating Scale Values (Inventory) Work Values Inventory Informal Index Cards Activity Temperaments Attitudes Locus of Control
Academics	Test of Adult Basic Education (TABE ) Wide Range Achievement Test 4(WRAT)
Aptitudes	Career Ability Placement Test Career Scope O*NET Ability Profiler
Work Readiness, Job Seeking and Keeping Skills, Barriers to Employment	Interview Job Searching Activity Sample Application Sample Interview Questions Job Search Knowledge Scale Job Readiness Quiz Job Seeking and Keeping Skills Quiz Employment: How Ready Are You? Barriers to Employment Success Inventory Assessing Barriers to Education Career Planning Scale



Valpar Assessment systems work samples	Uses a time standard derived from industrial engineering discipline known as methods-time measurement (MTM) to determine whether the work sample's Worker qualifications profile has been met.
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### C.7 Monitoring Plan

<b>C.7.1 PERFORMANCE MONITORING PLAN</b>		
<b>Performance Requirements</b>	<b>Performance Standards</b>	<b>Surveillance Method &amp; Frequency</b>
Review the BPA and determine if the Provider is in compliance with this contract	200% of standard met	Provider's performance is observed by QA and CA and the Vocational Evaluation report submitted to the VRS
		Administer, analyze and report results of Person Satisfaction Survey.

### C.8 DELIVERABLES:

<b>CLIN</b>	<b>Deliverable</b>	<b>Quantity</b>	<b>Format and Method of Delivery</b>	<b>Due Date</b>
0001	Vocational evaluation report and the invoice, as separate attachments.	1	Mail and E-mail to the VRS	Within 14 days after the completion of the client's actual participation in the assessment period.

### D.1 ELIGIBILITY CRITERIA:

**D.1.1** The Provider shall provide a certification of Clean Hands issued by the District of Columbia Regulatory Authority (DCRA) certifying that the business is authorized to transact business in the District of Columbia or equivalent licensure or credentials from the jurisdiction where services are to be performed.

**D.1.2** The Providers shall be a Certified Vocational Evaluation Provider and/or Registered Professional Vocational Evaluator (PVE). Certified providers are preferred. The Provider shall submit a copy of CVE or PVE certificate with the application to provide the service along with the signed cover page and price schedule.

**D.1.3** One original of the written application shall be submitted along with the electronic version. Applications shall be typewritten in 12 point font size on 8.5” by 11” bond paper. Telephonic, telegraphic, and facsimile proposals will not be accepted, in lieu of originals, however, offerors are **encouraged to submit electronic copies** of applications to facilitate agency responses to Freedom of Information Act requests. Each proposal shall be submitted in a sealed envelope conspicuously marked: "Proposal in Response to Solicitation No. **DCJM-2015-Q-0031** for Blanket Purchase Agreement for Career Assessments.” Providers’ qualification packages may be submitted to DDS from **through 10:00 a.m. on September 30, 2015.** Since this is a non-competitive procurement process, Providers are encouraged to submit applications as early as possible throughout the period that the application is open rather than waiting to submit closer to the closing date.

**D.1.4** This District may make award to the Provider whose offer conforms to the solicitation and is most advantageous to the District, cost or price and technical factors listed below considered. For this solicitation, technical quality is more important than cost or price. As proposals become more equal in their technical merit, the evaluated cost or price become more important.

## **D.2 PROVIDER SUBMISSION FOR PREFERENCES**

**D.2.1** *Any Provider seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:*

**D.2.1.1** Evidence of the Provider’s or joint venture’s certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or

**D.2.1.2** Evidence of the Provider’s or joint venture’s provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DCLBD.

**D.2.1.3** Any Provider seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:  
Department of Small and Local Business Development ATTN: LSDBE  
Certification Program  
441 Fourth Street, N.W., Suite 970N  
Washington, DC 20001

**D.2.1.4** All Providers are encouraged to contact the DSLBD at (202)727-3900 if additional information is required on certification procedures and requirements.

## **E. DISTRICT RESPONSIBILITIES**

**E.1** The VRS will submit a referral packet to the Provider, which shall include but not limited to the following:

**E.1.1** Release of Confidential Information Consent form signed by the

referral;

**E.1.2** Written authorization form bearing the signature of the VRS for the services;

**E.1.3** The type of evaluation and any other specific Evaluation requested by the VRS;

**E.1.4** A copy of prior Vocational, Educational, Psychological and/or Neuropsychological evaluation report if available;

**E.1.5** A specific referral question or set of referral questions (reasons for the referral) to guide the assessment process;

**E.1.6** The Referral packet will be provided by the VRS to the Provider no less than 5 days prior to the scheduled assessment activity.

**E.2** The District will make the Provider aware of Federal and District laws and established the District policies pertaining to maintaining individual records through discussion, providing certain copies of policies and explaining how the Provider may obtain copies of the Federal and District laws.

**E.3** The District will be financially responsible for those specific services needed by the person and required of the provider, each of which must be authorized prior to the provision of services.

**E.4** The District will send notice of cancellation of appointment as soon as the VRS receives the cancellation notice from the person.