REQUEST FOR INFORMATION

FOR

REHABILITATION ENGINEERING SERVICES

RFI 2013-25

Florida Department of Education
325 West Gaines Street
Tallahassee, FL 32399-0400

Please deliver or email submissions to:

Florida Department of Education
Attn: Christina Davis
325 West Gaines Street, Suite 332
Tallahassee, FL 32399-0400
Telephone Number: 850-245-9191
Email: Christina.Davis@fldoe.org
Purpose and Scope

I. INTRODUCTION

The State of Florida, Department of Education, Division of Vocational Rehabilitation, hereinafter referred to as DVR, is requesting information regarding the availability of providers to provide rehabilitation technology assessment and evaluation services for DVR customers.

II. BACKGROUND

DVR is a federal-state program that works with people who have physical or mental disabilities to prepare for, gain or retain meaningful employment. DVR is authorized by the federal Rehabilitation Act of 1973, as amended, and Chapter 413, Part II, Florida Statutes. DVR is a federal/state match program funded by the U.S. Department of Education, Rehabilitation Services Administration (RSA) on a 4:1 ratio, or 78.7% federal dollars to 21.3% state general revenue.

In 2001 the Rehabilitation Engineering Program was identified as a candidate for outsourcing. DVR issued a formal Request for Proposal (RFP) challenging external entities to take on the program and elevate the level of services. The result was a significant expansion of the assistive technology used in the rehabilitation service delivery process.

III. GOALS

The primary goal of contracting for rehabilitation technology assessment services is to ensure continued provision and improvement of these services. DVR is interested in continuing to contract for these services statewide. DVR will identify the need for rehabilitation technology services for an applicant or an eligible individual and will refer the customer to the contracted provider. DVR will provide medical and other supporting information to the provider and will coordinate necessary appointments with DVR staff and customer. Services to be provided under contract include, at a minimum:

- Accepting referrals and conducting evaluations of rehabilitation technology needs for DVR customers statewide;
- Providing recommendations for appropriate technology interventions based on the customer’s need and consistent with DVR policies;
- Design, fabrication, coordination, and/or inspection of all rehabilitation technology and engineering services;
• Training to rehabilitation professionals, customers, service providers, and advocacy personnel on the benefits of rehabilitation technology services and current technology;

• Preparing technical standards for both products and services to ensure quality and qualifications of rehabilitation technology vendors;

• Providing technical assistance to DVR for policy development related to rehabilitation technology; and

• Developing and implementing systems to ensure consistent rehabilitation technology services are available to all DVR customers.

IV. OBJECTIVE

Rehabilitation technology encompasses a range of assistive technology services, rehabilitation engineering and assistive devices which can address the barriers confronted by individuals with disabilities in the areas of education, rehabilitation, employment, transportation and independent living. It includes services which impact the work environment through changes such as job redesign or worksite modifications. The objective of rehabilitation technology services is to enhance the functional capabilities of individuals with disabilities by using technology at home, in the workplace, or in the vehicle.

V. PROCESS

DVR management and other DVR stakeholders will review and analyze information received in response to this Request for Information (RFI) to determine the feasibility of issuing a competitive solicitation for these services. Any request for cost information received will be used solely to gain a perspective of the potential budgetary magnitude.

Responses to this request will be reviewed for informational purposes only and will not result in the award of a contract. Vendors submitting a response to this RFI are not prohibited from responding to any related subsequent solicitation.

VI. RESPONSE FORMAT

Potential vendors are asked to address all of the following requirements in their response:

1. Company literature, such as corporate overview and company structure, financial soundness and stability, and services currently offered;

2. Point of contact information, including representative name and alternative, if available, telephone number(s), and e-mail address(s);

3. A statement of interest in providing the services outlined in this RFI, including an outline of a specific concept, technology, or approach that would meet the goals and requirements described in this RFI;

4. A description of the respondent’s business and its experience as it relates to the services outlined in this RFI. This description should include a narrative explaining past experiences in which the respondent has engaged in providing rehabilitation engineering services;
5. A description of how the respondent’s approach will offer advantages or improvements over existing processes. The description should also identify known or potential concerns with the approach; and

6. A description of the staffing level the respondent anticipates will be needed in order to carry out its proposed approach. The description should include, at a minimum, the estimated number/type/level of expertise of staff that the respondent would assign to an initiative such as the one described in this RFI.

VII. DIVISION OF VOCATIONAL REHABILITATION WEBSITE

Additional information about the Division of Vocational Rehabilitation can be found at: www.rehabworks.org

SCHEDULE OF EVENTS

A. Procurement Time Schedule

The following timetable shows the approximate dates for this procurement. All times indicated are Eastern Time (ET).

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Information Issued</td>
<td>12/21/12</td>
</tr>
<tr>
<td>Questions Due to no later than</td>
<td>01/14/13 by 3:00 p.m.</td>
</tr>
<tr>
<td>Answers to Vendors on or before</td>
<td>01/17/13</td>
</tr>
<tr>
<td>Receipt of e-mailed RFI responses</td>
<td>01/23/13 by 3:00 p.m.</td>
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</tbody>
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PLEASE PROVIDE RESPONSES VIA EMAIL

B. Questions and Restrictions

The Department of Education may be contacted via email or fax regarding submission of questions concerning this RFI. Any respondent's questions must be submitted in writing and received by the Department on or before the specified due date at the following email address or fax:

Please deliver questions to:
Florida Department of Education
Attn: Christina Davis
325 W. Gaines Street, Suite 332
Tallahassee, FL 32399
Fax Number: 850-245-0719
Telephone Number: 850-245-9191
Email: Christina.Davis@fldoe.org
The Department will provide written answers to all questions that respondents submit by the specified due date. Questions and Answers and notice of changes (addenda) will be posted on the Florida Vendor Bid System (VBS) at www.myflorida.com (click on Business & Industry, under Doing Business with the State of Florida click on State Purchasing, click on Everything for Vendors and Customers, then Vendor Bid System and Search Advertisement, select the Department of Education in the Agency window and initiate search), under this RFI number. It is the responsibility of all respondents to monitor this site for any changing information prior to submitting a response.