

**Request for Proposals to Provide
Skills Training and Development Services for
Miami Valley Career Technology Center Project SEARCH Program**



INTRODUCTION

Miami Valley Career Technology Center School District is requesting proposals from Community Rehabilitation Providers to provide Skills Training and Job Development Services for student interns with disabilities enrolled in Miami Valley Career Technology Center Project SEARCH program. The selected agency will provide services through the Vocational Rehabilitation Services and work with Miami Valley Career Schools for these services for the 20XX-20XX program year. **Proposals must be submitted to Theresa Lingenfelter at 6800 Hoke Rd. Englewood, OH 45309 or tlingenfelter@mvctc.com no later than May 1, 2017.**

PROGRAM DESCRIPTIONS

The Miami Valley Career Technology Center Project SEARCH is a combined education and internship program for students with developmental disabilities, who have completed their high school academic requirements, but who have not yet officially graduated. This one-year program prepares these students for competitive employment in the community. Miami Valley Career Technology Center Project SEARCH is modeled after Project SEARCH, a nationally recognized program initiated by Cincinnati Children’s Hospital Medical Center. Miami Valley Career Technology Center Project SEARCH is currently located at Miami Valley Hospital South in Centerville, OH. In the Project SEARCH model student interns spend their entire day at a business site that provides space for a classroom as well as internship at the host business site.

The students work on employability skills in the classroom for the first hour and last half hour of the day. The bulk of the day is spent on an internship for which they applied, interviewed and were selected. These work assignments are unpaid and rotate three times during the program year and are designed to teach competitive, marketable skills. Students receive skills training services in these job assignments which are to fade over the course of each rotation.

The goal of the Project SEARCH program is for each student intern to be placed in a competitive job no later than three months after the end of the Project SEARCH program year. Job development placement services are to begin by the start of the second semester of the Project SEARCH program year.

Students may apply to be “permanently” employed in an open position with the host business site during the course of the school year. Students not employed or not anticipated being employed by the host business by the end of the Project Search program year will be actively assisted in finding employment with other community businesses using the skills they learn in Project SEARCH.

SCOPE OF SERVICES

Skills Trainer Services Description

Skills trainers are responsible for training and problem-solving issues related to the student and meeting the employer's expectation. Key elements of skills training involve linking the student with on-site supports so that eventually, the trainer is able to fade off the internship and enable the student to work independently on the job.

The Provider Agency responsibilities in Project SEARCH include:

- Provide **Skills trainers** (typically 4 students to 1 staff ratio).
- Assist in the development of the Project SEARCH internship rotations.
- Fulfill the reporting requirements of the Vocational Rehabilitation Agency to secure funding.
- Participate in Project SEARCH team and individual intern employment planning meetings.

The Provider Agency will be paid for Skills training Services rendered in accordance with an approved Vocational Rehabilitation Services fee schedule developed for this program.

Job Placement Services Description

Job Placement services include all activities related to a search for competitive employment. Activities include, but are not limited to:

- Identification of job opportunities that match interests and abilities of the Project interns.
- Identification of job accommodations and support needs.
- Marketing the individuals to prospective employers.
- Facilitation of on-the-job training needs.
- Participate in Project SEARCH team and individual intern employment planning meetings.

Job Placement services will be paid by the Vocational Rehabilitation Services Agency to the Provider Agency in accordance with their service agreement and approved fee schedule.

PROVIDER AGENCY/RFP REQUIREMENTS

Provider agencies responding to this Request for Proposals must be responsive to the following requirements and submit the accompanying documentation with a cover letter as their proposal. Additional relevant documentation may be provided by applicant agency.

The Provider shall provide evidence of and maintain CARF accreditation if necessary for the Skills training and Development Services and fulfill any other relevant the requirements of the Vocational Rehabilitation Services Agency to qualify for their fees for services.

- Provide copies of relevant CARF accreditation certificates and related documents.
- Provide documentation of current approved Rehabilitation Services Agency service fee schedules for agency.
- Provide any other relevant documentation regarding agency's services to VR eligible clients.

The Provider shall demonstrate prior successful experience in skills training and job development services for individuals with disabilities and in particular those with developmental disabilities.

- Provide a listing of relevant past experience and the businesses where jobs have been developed and skills training provided. Include letters of reference and/or support.
- Provide a listing of the range of individuals served through skills training and development services. Include examples of particularly challenging success stories and letters of support.

The Provider shall illustrate that it has the administrative infrastructure to support the provision and supervision of skills training and job development services.

- Provide agency's table of organization including personnel involved with skills training and development services and supervision.
- Provide a listing of the qualifications, credentials and experience of key agency personnel involved in the provision and supervision of these services.
- Provide job descriptions for the personnel that will provide and/or supervise the job training and job development services.

The Provider shall demonstrate effective working relationships and collaboration with organizations that have contracted for their agency's skills training and job development services.

- Provide a listing of these contract agencies and include letters of endorsement and support.
- Provide a listing of experience working with school operated programs and any relevant documentation of the performance of those services.
- Demonstrate experience with transition aged students if possible.

The Provider shall demonstrate compliance with state and federal statutes and regulations regarding nondiscrimination against any other employee, applicant for employment or student on the basis of age, race, color, sex, national origin, religion, disability or in any manner prohibited by law.