

## Department of Assistive and Rehabilitative Services-(DARS)

**Division:** Division for Blind Services (DBS)

**Type of Contract:** Enrollment

### **Definitions Related to Posting:**

**Job Readiness Training (JR):** Provide complex, interrelated services designed primarily to help prepare individual consumers for job searches.

**Job Placement Training (JP):** providers assist consumers with employment-related services necessary for the consumer to secure and maintain acceptable employment.

**Service Provider:** Service Provider means an entity, either agency or individual, approved to provide services to individuals with disabilities served by DARS.

### **DBS Standards for Providers**

The DARS/DBS Standards Manual for Consumer Services Contract Providers (SM) is available on the Internet at <http://www.dars.state.tx.us/dbs/standards/index.shtml>. Service providers under contract with DARS must adhere to the current published SM for the dates of services during which any services are provided to a consumer. Revisions to the SM are made periodically. Notice of upcoming changes are published on the website at least 30 days in advance of the effective date of the changes. A revision log noting all of the changes to the SM is available online. Each service provider is contractually responsible for maintaining compliance with the most recent SM.

### **Enrollment Period:**

- April 20, 2015      Start Date, 8:00 AM;
- May 8, 2015      End Date, 6:00 PM;

All times are Central Time Zone.

### **Type of Posting:**

Open Enrollment - This is not a competitive bid and there is no bid package.

### **Posting:**

The Department of Assistive and Rehabilitative Services, Division for Blind Services (DARS/DBS) wishes to contract with organizations or individuals to provide Job Readiness/Job Placement Training Services as described below. Applicants to provide services must meet **all** requirements and specifications outlined below.

**Counties included in the Posting:**

The Texas counties in which services are sought through this procurement are indicated below. For information concerning becoming a service provider, contact the Regional Program Support Specialist (RPSS) identified for the service area:

- San Antonio Field Headquarters: Gary Benner, RPSS, (210) 785-2762  
Atascosa, Bandera, Bexar, Comal, Edwards, Frio, Gillespie, Guadalupe, Kendall, Kerr, Kinney, Medina, Real, Uvalde, Val Verde, Wilson**
  
- Corpus Christi Field Headquarters: Gary Benner, RPSS, (210) 785-2762  
Aransas, Bee, Brooks, Duval, Jim Wells, Kenedy, Kleberg, Live Oak, McMullen, Nueces, San Patricio**
  
- Harlingen Field Headquarters: Gary Benner, RPSS, (210) 785-2762  
Cameron, Willacy**
  
- McAllen Field Office: Gary Benner, RPSS, (210) 785-2762  
Hidalgo, Starr**
  
- Laredo Field Office: Gary Benner, RPSS, (210) 785-2762  
Dimmit, Jim Hogg, La Salle, Maverick, Webb, Zapata, Zavala**
  
- Victoria Field Office: Gary Benner, RPSS, (210) 785-2762  
Calhoun, Colorado, Dewitt, Fayette, Goliad, Gonzales, Jackson, Karnes, Lavaca, Matagorda, Refugio, Victoria, Wharton**
  
- Dallas Field Headquarters: Dennis Bilbrey, RPSS, (214) 378-2641  
Collin, Dallas, Ellis, Fannin, Grayson, Hunt, Kaufman, Rockwall**
  
- Fort Worth Field Headquarters: Dennis Bilbrey, RPSS, (214) 378-2641  
Cooke, Denton, Erath, Hood, Jack, Johnson, Montague, Palo Pinto, Parker, Somervell, Tarrant, Throckmorton, Wise, Young**
  
- San Angelo Field Office: Dennis Bilbrey, RPSS, (214) 378-2641  
Coke, Coleman, Concho, Crockett, Glasscock, Howard, Irion, Kimble, Mason, McCulloch, Menard, Reagan, Runnels, San Saba, Schleicher, Sterling, Sutton, Tom Green**
  
- Wichita Falls Field Office: Dennis Bilbrey, RPSS, (214) 378-2641  
Archer, Baylor, Clay, Cottle, Foard, Hardeman, Knox, Wichita, Wilbarger**
  
- El Paso Field Headquarters: Dennis Bilbrey, RPSS, (214) 378-2641  
Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, Presidio**

- Odessa Field Office: Dennis Bilbrey, RPSS, (214) 378-2641  
Andrews, Crane, Ector, Loving, Martin, Midland, Pecos, Reeves, Terrell, Upton, Ward, Winkler**
  
- Tyler Field Headquarters: Lisa Powell, RPSS, (254) 750-9612  
Anderson, Cherokee, Delta, Franklin, Gregg, Harrison, Henderson, Hopkins, Panola, Rains, Rusk, Smith, Upshur, Van Zandt, Wood**
  
- Lufkin Field Office: Lisa Powell, RPSS, (254) 750-9612  
Angelina, Houston, Nacogdoches, Sabine, San Augustine, San Jacinto, Shelby, Trinity, Tyler, Polk**
  
- Texarkana Field Office: Lisa Powell, RPSS, (254) 750-9612  
Bowie, Camp, Cass, Lamar, Marion, Morris, Red River, Titus**
  
- Waco Field Headquarters: Lisa Powell, RPSS, (254) 750-9612  
Bell, Bosque, Coryell, Falls, Freestone, Hamilton, Hill, Lampasas, Limestone, McLennan, Mills, Navarro**
  
- Bryan College Station Field Office: Lisa Powell, RPSS, (254) 750-9612  
Brazos, Burleson, Grimes, Lee, Leon, Madison, Milan, Robertson, Walker, Washington**
  
- Lubbock Field Headquarters: Lisa Powell, RPSS, (254) 750-9612  
Bailey, Borden, Cochran, Crosby, Dawson, Dickens, Floyd, Gaines, Garza, Hale, Hockley, Kent, King, Lamb, Lynn, Lubbock, Motley, Terry, Yoakum**
  
- Abilene Field Office: Lisa Powell, RPSS, (254) 750-9612  
Brown, Callahan, Comanche, Eastland, Fisher, Haskell, Jones, Mitchell, Nolan, Scurry, Shackelford, Stephens, Stonewall, Taylor**
  
- Amarillo Field Office: Lisa Powell, RPSS, (254) 750-9612  
Armstrong, Briscoe, Carson, Castro, Childress, Collingsworth, Dallam, Deaf Smith, Donley, Gray, Hall, Hansford, Hartley, Hutchinson, Lipscomb, Moore, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Sherman, Swisher, Wheeler**
  
- Austin Field Headquarters: Diana Lopez, RPSS, (713) 802-3149  
Bastrop, Blanco, Burnet, Caldwell, Hays, Llano, Travis, Williamson**
  
- Houston Field Headquarters: Diana Lopez, RPSS, (713) 802-3149  
Austin, Fort Bend, Harris, Montgomery, Waller**

☐ **Southeast Field Headquarters:** Diana Lopez, RPSS, (713) 802-3149  
Brazoria, Galveston, Harris

☐ **Beaumont Field Office:** Diana Lopez, RPSS, (713) 802-3149  
Chambers, Hardin, Jasper, Jefferson, Liberty, Newton, Orange

**Service Provider Requirements and Responsibilities and DARS Policies:**

Service Providers must be knowledgeable about their responsibilities and the service requirements and DARS policies applicable to them.

The DARS/DBS Standards Manual can be found at the following link:

[http://www.dars.state.tx.us/dbs/standards/sm\\_dbs/default.htm](http://www.dars.state.tx.us/dbs/standards/sm_dbs/default.htm)

Job Readiness Training (JR) and required qualifications for service provider staff can be found at the following link: [http://www.dars.state.tx.us/dbs/standards/sm\\_dbs/ch5.htm#5.7](http://www.dars.state.tx.us/dbs/standards/sm_dbs/ch5.htm#5.7)

Job Placement Training (JP) and required qualifications for service provider staff can be found at the following link: [http://www.dars.state.tx.us/dbs/standards/sm\\_dbs/ch5.htm#5.8](http://www.dars.state.tx.us/dbs/standards/sm_dbs/ch5.htm#5.8)

**Vendor Fee Schedule:**

The DARS Fee schedule for the above services may be found at:

[http://www.dars.state.tx.us/dbs/standards/sm\\_dbs/ch3.htm](http://www.dars.state.tx.us/dbs/standards/sm_dbs/ch3.htm)

**All DARS/DBS Provider forms can be accessed from the following site and downloaded.**

[http://www.dars.state.tx.us/dbs/standards/sm\\_dbs/forms.htm](http://www.dars.state.tx.us/dbs/standards/sm_dbs/forms.htm)

**Standards of Conduct for Contracted Vendors and Suppliers:**

As part of the assessment of the application submitted, in accordance with Texas Administrative Code, Part 15, Chapter 391, Subchapter M, Rule §391.453, DARS hereby reserves the right to examine a prospective vendor's or supplier's standards of conduct in the evaluation of a bid, offer, proposal, quote, or other applicable expression of interest in a proposed purchase of goods or services.

**Debarred or Excluded Parties and Entities:**

Parties that are debarred or excluded by the federal government are excluded from receiving federal contracts or certain subcontracts, and certain types of financial and nonfinancial assistance and benefits.

Entities that are debarred or excluded by the State of Texas are excluded from doing business with the state.

DARS will not award a contract under this notice of open enrollment to any vendor currently listed on any of the following sites:

- [HHS Office of Inspector General Exclusion Program website;](#)
- [System for Award Management website;](#)
- [Texas Comptroller of Public Accounts Debarred Vendor List;](#)
- [DARS Debarment and Suspension Log](#)

**Provider Enrollment Packet:**

Applicants to provide services must submit an accurate, complete enrollment packet and meet all of the required criteria and specifications outlined in the open enrollment posting.

The following documents **must** be included with the application:

**Provider Enrollment Request:** The enrollment request response must include a narrative not longer than five (5) typed pages using the format below:

1. Individual or organization applying (Provide on Company Letterhead, if available)
  - Name
  - Address
  - Texas Identification Number (TIN) **or** Federal Tax I.D. Number (14-digit number), **or** Social Security Number (SSN).
  - Telephone and Fax Number
  - Email Address
  - Company Status (Sole Proprietorship, Partnership, Not for Profit Corp., For Profit Corp., etc.)
  - The Electronic State Business Daily (ESBD) Posting Number and type of Service applying for.
2. Name and resume of each individual who will provide services to DBS consumers, noting specific training and/or experience in serving individuals with visual disabilities. Each trainer must meet at least DBS minimum provider requirements.
3. Name of each staff and the proposed number of hours available per week (full or part time). DBS considers Monday-Friday, 8 a.m. . 5 p.m. as full time. If part time, list the total number or hours, days per week, and hours per day.
4. A complete list of the proposed counties where services will be provided.
5. Additional information concerning past achievements serving consumers who are blind or visually impaired.
6. A list of all agreements/contracts with other state agencies, including the type of services provided under those contracts.

- **DARS 2871** - DARS2871 Contract Service Provider Staff Information Sheet  
<http://www.dars.state.tx.us/providerforms/DARS2871.doc> Complete a form for each individual identified in the application who will provide services to consumers under the contract, documenting that there is at least one qualified staff person for each service to be included in the contract.
- **DARS 1020** . DARS Substitute W9 Form (***no other W9 forms accepted***)
  - *If W9 shows a DBA designation, attach a copy of County DBA registry letter*
    - [http://www.dars.state.tx.us/business/FormW9\\_DARS1020.pdf](http://www.dars.state.tx.us/business/FormW9_DARS1020.pdf)
    - [http://www.dars.state.tx.us/business/FormW9inst\\_DARS1020inst.doc](http://www.dars.state.tx.us/business/FormW9inst_DARS1020inst.doc)
- **DARS 1305** - Child Support Certification Form
  - <http://www.dars.state.tx.us/providerforms/DARS1305.doc>
  - Provide the name and social security number of the individual or sole proprietor, or if not a sole proprietorship, of each partner, shareholder, or owner with an ownership interest of at least 25 percent of the business entity.
  - If no one person owns 25% of more of the business, please place N/A in the Name/SSN field and then complete the remaining sections.
- Copy of Liability Insurance ACCORD forms or equivalent
  - All providers must carry liability insurance coverage that protects consumers, employees, and visitors, if applicable.
  - Providers that transport consumers in motorized vehicles must carry auto liability insurance coverage.
- Copy of Current Fire Inspection if the provider has a facility location.
- Copy of Occupancy Permit if the provider has a facility location.