1. **Question: Who Needs to Submit a Proposal?**
   - Can you tell me if current contract holders need to reapply? Our contract ends June 30, 2022.
   - How does this affect me? We just renewed a contract.
   - Just to clarify, our current contract will expire, and we must submit a new proposal to continue working with VRS?

   **Answer**
   All current P/T Contracts held by VRS Community Partners expire June 30, 2022. Some VRS Community Partners may have recently started a new contract, though the expiration date for that contract will be no later than June 30, 2022. You can always check your contract document to confirm your contract expiration date.

   Each Community Partner must submit a new proposal in response to the new Request for Proposals that was published April 18, 2022. If a Community Partner does not submit a new proposal, that partner’s contract will end June 30, 2022 and VRS will not be able to authorize for services starting July 1, 2022. This may result in a break in services to individuals.

   To ensure a contract start date of July 1, 2022, proposals must be received by 4:30 p.m., Monday, May 23, 2022.

2. **Question: Current Community Partners**
   I noticed on my email that you are soliciting RFPs for new providers. Will there be a form coming out for renewal of existing contractor agreements?

   **Answer**
   The Request for Proposals solicitation published Monday, April 18 is for all VRS Community Partners, not simply new providers. The process to receive a new contract is the same for existing Community Partners and new Community Partners.

3. **Question:**
I am reviewing the info sent out about the RFP. I am seeing proposals for initial evaluation must be received by 4:30 p.m., Monday, May 9, 2022. I am a little confused by this date and then the May 23rd deadline date. Is the initial evaluation for brand new community partners or is there something specific I need to submit by the 9th before submitting the entire proposal by the 23rd?

- **Answer**
  The deadline to ensure a contract start date of July 1, 2022 is 4:30 p.m., Monday, May 23, 2022. VRS will start reviewing proposals received by Monday, May 9 (we can’t review any proposals before that date.) RFP responses are welcome beyond May 23, 2022, but may result in a contract start date later than July 1, 2022.

4. **Question: Who Needs to Submit 2 Professional Letters of Recommendation?**
   Do I still need to submit recommendations/referrals being that we have had previous contracts?

- **Answer**
  All proposals to be a Limited Use Vendor must include 2 letters of recommendation, regardless of if an organization or business currently holds a contract with DEED-VRS.

5. **Question: Professional Letters of Recommendation**
   What is DEED-VRS looking for from organizations applying to be Limited Use Vendors with the 2 Professional Letters of Recommendations? Who should I seek professional Letters of Recommendations from?

- **Answer**
  The professional letters of recommendation should serve as evidence that your agency has experience and skills in serving individuals who experience disability. Examples of who can provide letters of recommendation include individuals served, guardians, county waiver case managers, VRS staff your organization has worked with, professional network members, school staff, etc.

6. **Question: Attachment D: Cost Detail Proposal**
   In my current contract the pricing rates are based on where I need to travel to see the client. I have it determined by the mileage, time traveled from my office and evaluation or training that I am providing. For example, the cost to do an evaluation or training meeting a client in the metro areas is lower than if I'm traveling to St. Cloud or Duluth, etc. Looking at submitting the pricing details using the new format on the RFP it just has a unit price option. Can you advise me how I should complete this section? If you look at my current contact the rates are listed for 36-89 miles, 90-150 miles, 151 to 200 miles etc. with the rates. Can I do the same and keep the rate sections blank and then list pricing in the rational section where I can type in the various rates? The base price of the services are the same, but I need a way to list different rates depending where I'm traveling to and the services I'm providing.

- **Answer**
Organizations and businesses may propose a rate structure outside what is outlined in the RFP Response Attachment D: Cost Detail by including the proposed structure and rates in the last question of Attachment D: Cost Detail under "rate rationale."

7. **Question: Centers for Independent Living**  
Are Centers for Independent Living permitted to propose to provide employment related services?

- **Answer**
  Any organization is welcome to propose to provide any services listed in the RFP, Attachment A: Application, and Attachment D: Cost Detail.

8. **Question: State Services for the Blind**
   - If an organization wants to have a contract with the State Service for the Blind, does the organization have to fill out a separate contract? I know we didn’t last time, but I saw that there is a separate meeting for SSB on April 26th which has me a little confused. If an organization wants to have a contract with the State Service for the Blind, does the organization have to fill out a separate contract? Could you please address this in the meeting on the 25th and also if there is anything that is different that we may have to do with our contract if we are working with SSB.
   - Why is there an information session on Monday, April 25 and a webinar on Tuesday, April 26?

- **Answer**
  Vocational Rehabilitation Services (VRS) works closely with our sister agency, Minnesota State Services for the Blind (SSB) to administer Minnesota’s public Vocational Rehabilitation program. Some states have both a “General” agency and a “Blind” agency to administer the VR program, others combine the agency into one.

  Vocational Rehabilitation Services and State Services for the Blind published Requests for Proposals for Vocational Rehabilitation program service providers on April 18, 2022 for contracts to start July 1, 2022. More information on both RFPs can be found on DEED’s Competitive Grants and Contracts webpage found at [https://mn.gov/deed/about/contracts/open-rfp.jsp](https://mn.gov/deed/about/contracts/open-rfp.jsp).

  Community Partners that have a contract with VRS can also provide services through State Services for the Blind’s VR program without needing a separate contract with SSB. In some cases, Community Partners choose to have a contract with both SSB and VRS. If an organization would like a separate contract for VRS and SSB, an organization must submit a proposal in response to SSB’s RFP, and a proposal in response to VRS’s RFP.

  Because SSB and VRS have separate RFPs that will result in separate contracts, each agency will hold separate information sessions. VRS’s information session will be held Monday, April 25 and SSB’s information session will be held Tuesday, April 26.